

HOLMES JUNIOR COLLEGE



1983-1984
Bulletin

The information contained herein is official as of November 1, 1982. The College reserves the right at any time to make changes deemed advisable in the regulations, fees, and/or other charges, curricula and course offerings.

Holmes Junior College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, creed, national origin, or handicap (unless job-related).

Vol. 58

1983

No. 1

BULLETIN

HOLMES JUNIOR COLLEGE



**Seventy-Second Session
Begins Monday, August 22, 1983**

Education is Training For Complete Living

HOLMES JUNIOR COLLEGE
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ACCREDITATIONS AND MEMBERSHIPS

Mississippi State Department of Education
Southern Association of Colleges and Secondary Schools
Mississippi Junior College Literary and Athletic Association
American Association of Junior Colleges
Mississippi Association of Colleges

HOLMES JUNIOR COLLEGE
BOARD OF TRUSTEES

3

Carl Cooper, President.....	Grenada
D.P. McGowan, Jr., Vice President	Yazoo City
Henry B. McClellan, Secretary, (Non-Board Member) ..	Goodman
John C. Williams, Jr.....	Canton
James M. Alford	Winona
Donald Wheelock.....	Lexington
W. Godfrey Campbell.....	Carrollton
William Dean	Lexington
Jacob McClain.....	Lexington
J.C. Foster	Kosciusko
N.C. Hathorn	Durant
Wade D. Henson	Weir
Egbert J. Hines, Jr.	Tchula
John Clark Love, Sr.	Kosciusko
Carl A. Ray.....	Eupora
M.C. Mansell.....	Camden
Marion Ousley	Goodman
Ty A. Cobb.....	Ackerman
Charles C. Perry	Grenada
J.A. Peyton	Yazoo City
M.D. Smith.....	Eupora
M.F. Surles	Kilmichael
Walter Alford.....	Stewart

**BOARDS OF SUPERVISORS
1982****ATTALA COUNTY**

Emmett McCrory
David Fancher
Robert Ellard
Sam Payne
Colon Belk

HOLMES COUNTY

B. T. Taylor
Howard Bailey
Doug Green
Anthony McMullen
James R. Johnson

CARROLL COUNTY

Freddy Mullen
Gordon Beckwith
Don Corley
Dan Downs
Vernon Welch

MADISON COUNTY

Mrs. Dorothy Dowdle
A. E. Crawford
J. S. Harris, Jr.
Pat H. Luckett, Jr.
E. D. Mansell

CHOCTAW COUNTY

Delayon Jenkins
Joe F. Brooks
Olen D. McPherson
Q. L. Ray
J. L. Long

MONTGOMERY COUNTY

Benson Branch
Percy Parker
C. F. Abel
F. Wesley Weed, Jr.
Lenis Pearson

GRENADA COUNTY

Homer D. Trussell
Don Tartt
Robert C. Burke, Jr.
James P. Tartt
Fred Carver

WEBSTER COUNTY

Womack Henley
Dean Hall, Jr.
J. A. Knight
James B. Dean
Larry Crowley

YAZOO COUNTY

Bobby Ray Ragland
Raiford G. Martin
Sam Fisher, Jr.
Herman Leach
A. B. Hogue

CALENDAR 1983-84

SUMMER 1983

May 31, Tuesday (8:00 a.m.).....Registration for first term.
 June 20, Monday (8:00 a.m.).....Registration for second term.
 July 11, Monday (8:00 a.m.).....Registration for third term.
 July 29, Friday (12:00 noon).....Summer school ends.

FALL 1983

August 18, 19.....Faculty meetings.
 August 21 (2:00 p.m.).....Dormitories open.
 August 22 (8:00 a.m.).....Orientation and registration.
 August 23 (8:00 a.m.).....Classes begin.
 September 5.....Labor Day holiday.
 September 6.....Last day for registration and adding courses.
 October 14.....Mid-semester grades due.
 October 17.....Last day for dropping a course without
 receiving a grade.
 November 23-25.....Thanksgiving holidays.
 December 13-16.....Final examinations.
 December 13 (8:20 a.m.).....Graduating sophomore grades due.
 December 17 (8:20 a.m.).....Final grades due.

SPRING 1984

January 9 (8:00 a.m.).....Orientation and registration.
 January 10 (8:00 a.m.).....Classes begin.
 January 23.....Last day for registration and adding courses.
 March 2.....Mid-semester grades due.
 March ~~12~~ 12-16.....Spring holidays.
 March ~~10~~ 5.....Last day for dropping a course without
 receiving a grade.
 May 7-10.....Final examinations.
 May 7 (8:20 a.m.).....Graduating sophomore grades due.
 May 11 (8:20 a.m.).....Final grades due.
 May 13 (3:00 p.m.).....Graduation.

HOLMES JUNIOR COLLEGE

CALENDAR 1983

JANUARY							APRIL							JULY							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2							1	2						1
2	3	4	5	6	7	8	3	4	5	6	7	8	9	3	4	5	6	7	8	9	2	3	4	5	6	7	8
9	10	11	12	13	14	15	10	11	12	13	14	15	16	10	11	12	13	14	15	16	9	10	11	12	13	14	15
16	17	18	19	20	21	22	17	18	19	20	21	22	23	17	18	19	20	21	22	23	16	17	18	19	20	21	22
23	24	25	26	27	28	29	24	25	26	27	28	29	30	24	25	26	27	28	29	30	23	24	25	26	27	28	29
30	31													31							30	31					
FEBRUARY							MAY							AUGUST							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1							1	2						1
6	7	8	9	10	11	12	8	9	10	11	12	13	14	7	8	9	10	11	12	13	6	7	8	9	10	11	12
13	14	15	16	17	18	19	15	16	17	18	19	20	21	14	15	16	17	18	19	20	13	14	15	16	17	18	19
20	21	22	23	24	25	26	22	23	24	25	26	27	28	21	22	23	24	25	26	27	20	21	22	23	24	25	26
27	28						29	30	31					28	29	30	31				27	28	29	30			
MARCH							JUNE							SEPTEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1							1	2						1
6	7	8	9	10	11	12	5	6	7	8	9	10	11	4	5	6	7	8	9	10	4	5	6	7	8	9	10
13	14	15	16	17	18	19	12	13	14	15	16	17	18	11	12	13	14	15	16	17	11	12	13	14	15	16	17
20	21	22	23	24	25	26	19	20	21	22	23	24	25	18	19	20	21	22	23	24	18	19	20	21	22	23	24
27	28	29	30	31			26	27	28	29	30			25	26	27	28	29	30		25	26	27	28	29	30	31

CALENDAR 1984

JANUARY							APRIL							JULY							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7		1	2	3	4	5	6
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	7	8	9	10	11	12	13
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	14	15	16	17	18	19	20
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	21	22	23	24	25	26	27
29	30	31					29	30						29	30	31					28	29	30	31			
FEBRUARY							MAY							AUGUST							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1							1	2						1
5	6	7	8	9	10	11	6	7	8	9	10	11	12	5	6	7	8	9	10	11	4	5	6	7	8	9	10
12	13	14	15	16	17	18	13	14	15	16	17	18	19	12	13	14	15	16	17	18	11	12	13	14	15	16	17
19	20	21	22	23	24	25	20	21	22	23	24	25	26	19	20	21	22	23	24	25	18	19	20	21	22	23	24
26	27	28					27	28	29	30	31			26	27	28	29	30	31		25	26	27	28	29	30	
MARCH							JUNE							SEPTEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1							1							1
4	5	6	7	8	9	10	3	4	5	6	7	8	9	2	3	4	5	6	7	8	2	3	4	5	6	7	8
11	12	13	14	15	16	17	10	11	12	13	14	15	16	9	10	11	12	13	14	15	9	10	11	12	13	14	15
18	19	20	21	22	23	24	17	18	19	20	21	22	23	16	17	18	19	20	21	22	16	17	18	19	20	21	22
25	26	27	28	29	30	31	24	25	26	27	28	29	30	23	24	25	26	27	28	29	23	24	25	26	27	28	29
														30							30	31					

OFFICERS OF ADMINISTRATION

M. R. Thorne	President
Richard Newton	Academic Dean
Henry B. McClellan, Jr.	Assistant to the President, Business Manager
William H. Bunch, Jr.	Registrar
W. E. Richardson	Director of Admissions
Thomas L. Davis, Jr.	Director of Continuing Education
Wirt Hayes	Director of Financial Aid
Danny O'da Williams	Dean of Student Services
Bennie E. Kimble	Athletic Director
Robert E. Irby, Jr.	Vocational-Technical Director
Charles Shaw	Assistant Vocational-Technical Director
John White	Assistant Vocational-Technical Director
Jack Holmes	Supervisor, Kosciusko Skill Center
Quinby Morgan	Director of Maintenance
Ida Gaskill	Director of Associate Degree Nursing
Paul Byars	Industrial Coordinator

HOLMES JUNIOR COLLEGE

PROFESSIONAL STAFF

- Kay Boggan
B.S., University of Southern Mississippi
Additional Study: Delta State University
Delta State University, University of Mississippi
Assistant Librarian
- Eloise Burden
Holmes Junior College
Additional Study: IBM (Jackson, Mississippi)
Assistant to Business Manager
- Steve Caldwell
A.A.S., Holmes Junior College
Additional Study: Delta State University
IBM (Houston, Texas), Sperry-Univac (Houston, Texas;
Atlanta, Georgia)
Programmer and Data Processing Manager
- Eugenia Collins
B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: University of Mississippi
Librarian
- Lynda Irby
B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University
Director of Publicity
- Margaret Johnson
B.M.E., Delta State University
M.Ed., Mississippi College
Additional Study: Mississippi State University,
Mississippi University for Women
Vocational Counselor
and (VIDS) Coordinator
- John Lovett
B.S., Mississippi State University
M.Ed., Mississippi State University
Ed.S., Mississippi State University
Additional Study: University of Southern Mississippi,
Delta State University
Vocational Counselor
- Robert Spight
B.S., Mississippi Valley State University
M.A., Mississippi State University
Additional Study: Mississippi State University
Counselor, Koscuisko Skill Center
- Beverly Tynes
A.A., Pearl River Junior College
Additional Study: University of Southern Mississippi
Mississippi State University
Assistant to Academic Dean
and Veterans' Programs

FACULTY

Joe A. Adams Industrial Education
 B.S., Mississippi State University
 M.Ed., Mississippi State University
 Ed.S., Mississippi State University
 Additional Study: Mississippi State University

Brenda Alford Vocational Individualized
 Development System (VIDS) Center
 B.S., Mississippi State University
 Additional Study: Mississippi State University

Pat Alford Architectural Design and Construction
 B.S., Northeast Louisiana University
 M.Ed., Mississippi State University

Robert L. Arnett Communication Electronics
 Clarke College, University of Southern Mississippi,
 Mississippi State University, HJC Extension

Johnny Blackstock Welding, Kosciusko Skill Center
 Mississippi State University

Luther Boggan Mathematics
 B.S., University of Southern Mississippi
 M.S., University of Southern Mississippi
 Additional Study: Delta State University,
 University of Mississippi

Bobbie Brewer Practical Nursing
 R.N., Grenada Hospital School of Nursing
 Additional Study: University of Southern Mississippi

Sam P. Brown History and Political Science
 B.A., University of Southern Mississippi
 M.A., University of Southern Mississippi
 Additional Study: University of Southern Mississippi,
 University of Mississippi

Linda Bunch English
 B.S., Mississippi College
 M.A., Mississippi College
 Additional Study: Mississippi State University
 Delta State University

HOLMES JUNIOR COLLEGE

James L. Burrell

Welding, Brazing, and Soldering

A.A., Holmes Junior College

B.S., Mississippi State University

Additional Study: University of Southern Mississippi,
Mississippi State University

Howard Butler

History

B.A., Louisiana State University

M.A., Louisiana State University

Ed.S., Mississippi State University

Ph.D., Mississippi State University

Cheryl Carr

Business and Office

A.A., Holmes Junior College

B.S.E., Delta State University

M.Ed., Delta State University

Additional Study: Delta State University

Terry Carr

Data Processing

A.A., Holmes Junior College

Additional Study: Delta State University,
Jackson State University,IBM (Jackson, Mississippi and Houston and Dallas, Texas),
University of Southern Mississippi

Richard Wayne Carter

Voice and Choir

B.M.E., University of Montevallo

M.C.M., New Orleans Baptist Theological Seminary

Cecil Chambliss, Jr.

Botany and Microbiology

B.S., University of Southern Mississippi

M.S., University of Southern Mississippi

Additional Study: University of Southern Mississippi

Thomas T. Chisholm

French, German, and Organ

B.A., University of Mississippi

M.A., University of Texas

Additional Study: Louisiana State University
University of Texas, University of Strasbourg,
La Sorbonne, Goethe Institute—Blaubeuren

Christine Covington

Accounting

B.A., Millsaps College

M.B.E., University of Mississippi

Ed.S., Mississippi State University

Additional Study: Mississippi State University

Margaret Cummings Practical Nursing
 R.N., Baylor University School of Nursing
 Additional Study: Carson-Newman College, University of Southern Mississippi, Southwestern Baptist Theological Seminary, University of Utah, Mississippi State University

Rita Davis Business and Office
 B.S., University of Southern Mississippi
 M.Ed., Mississippi State University

Woodson Earle Mathematics
 B.S., Delta State University
 M.S., University of Mississippi
 Additional Study: University of Alabama, University of Mississippi, Mississippi State University, Delta State University

Lou L. Ferguson Child Care
 B.S., University of Arkansas
 M.Ed., Mississippi College

Johnny M. Fulce Head Football Coach
 B.S., Mississippi State University
 M.A., Mississippi State University

Reba Gill English
 B.S., University of Southern Mississippi
 M.A., University of Southwestern Louisiana
 Additional Study: University of Southern Mississippi, Delta State University

Mary Anne Gowan Data Processing
 B.S., Millsaps College
 M.T. (A.S.C.P.), M R H School of Medical Technology

David Grimes Instrumental Music
 B.M.E., Delta State University
 M.Ed., Delta State University

Chris Haley Drafting and Design
 B.S., University of Southern Mississippi
 M.Ed., Mississippi State University

Josephine Haley English
 B.S., University of Southern Mississippi
 M.A., University of Southern Mississippi
 Additional Study: Mississippi State University
 University of Mississippi

- William Henson Psychology
 B.A., Millsaps College
 B.D., Emory University
 M.Ed., Mississippi State University
 Additional Study: Mississippi State University
- Cheryl Hicks Chemistry
 A.A., East Central Junior College
 B.S., Mississippi State University
 M.Ed., Mississippi State University
- Lonzo Horne Auto Body Repair
 Mississippi State University
 University of Southern Mississippi
 Mississippi Valley State University
 Holmes Junior College
- Linda Hutchison Cosmetology
 Holmes Junior College
 Additional Study: Mississippi State University,
 University of Mississippi, University of Southern
 Mississippi, Alexander City State Junior College,
 Auburn University
- Ann Irby Piano
 B.M., Belhaven College
 M.M.Ed., Mississippi State University
 Additional Study: University of Arkansas,
 Mississippi State University
- Doris Jackson Practical Nursing
 B.S., Dillard University
 M.N., University of Mississippi
- David Jones Remedial Education
Kosciusko Skill Center
 B.S., Mississippi State University
 M.S., Mississippi State University
 Additional Study: Mississippi State University
- Rita Jones Speech, Theatre
 B.S., Mississippi State University
 M.A., Mississippi University for Women
 Additional Study: Mississippi State University
- William Journey Building Construction,
Kosciusko Skill Center
 B.S., Jackson State University

- Ronald King Residential and Light
Industrial Electricity
- Jo Kimble Mathematics
B.S., University of Southern Mississippi
M.Ed., Delta State University
- Mary Lambert ADN, Grenada
B.S.N. University of Tennessee
M.N., Emory University
- Michael R. Levanway Art
B.A., University of Mississippi
M.A., Mississippi College
- Dale Lewis Vocational Individualized Development
System (VIDS) Center
B.S., Mississippi State University
M.Ed., Mississippi State University
- Gloria McCormick ADN, Grenada
B.S.N. University of Florida
M.N., M.Ch., Emory University
- Kathy McElory Practical Nursing
A.D.R.N., Mississippi University for Women
- Jerry L. McKibben Heating, Air-Conditioning, and
Refrigeration Mechanics
Hinds Junior College, Northeast Junior College,
Mississippi State University, University of
Southern Mississippi, Mississippi Valley
State University, U.S. Air Force
- James Mahoney Radio and Television Broadcasting
B.A., University of North Carolina
M.S., Syracuse University
Additional Study: Mississippi State University
- Staff Machine Tool Operation/Machine Shop
- W. A. Miles Drafting and Design
B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University,
University of Southern Mississippi,
University of Mississippi

HOLMES JUNIOR COLLEGE

Dwight Myrick

B.S., Mississippi State University

Automotive Mechanics

Additional Study: Ford Motor Company Training
Center and General Motors Company Training
Center, Memphis, Tennessee

Bobby Page

Agricultural Power Machinery

Mississippi State University

International Harvester Training Seminars

Automotive Training Institute

Holmes Junior College

Mississippi Valley State University

Sue Power

English

B.S., Mississippi University for Women

M.A., Mississippi State University

Additional Study: Mississippi State University,
University of Mississippi

Janice Richardson

Business and Office

B.S., Mississippi State University

M.Ed., Mississippi College

Additional Study: University of Southern Mississippi

Jimmy Rigby

Automotive Mechanics

General Motors Training School

Mississippi State University

University of Southern Mississippi

Automotive Training Institute

Richard Sechler

Vocational Individualized Development
System (VIDS) Center

B.S., University of Tennessee-Martin

M.Ed., Alabama A and M University

Additional Study: University of Alabama-Huntsville,
Mississippi State University

Hugh Shurden

Assistant Football Coach

A.A., Holmes Junior College

B.S., Mississippi State University

Additional Study: Mississippi State University

Richard A. Sims

Zoology

B.S., Mississippi State University

M.S., Mississippi State University

- Sheila Sullivan Women's Basketball Coach
B.S., University of Mississippi
M.Ed., University of Mississippi
- Wayne Taylor Welding, Brazing, and Soldering
Holmes Junior College
Mississippi State University
- William Guy Taylor Heating, Air-Conditioning,
and Refrigeration Mechanics

Holmes Junior College
U.S. Navy
Mississippi State University
- Dorothy Thomas Health and Physical Education
B.S., Delta State University
M.A., University of Southern Mississippi
Additional Study: University of Southern Mississippi
- James G. Williams History and Sociology
B.S., Mississippi State University
M.A.T., Mississippi State University
Additional Study: Mississippi State University
- Julia Williams Reading
B.S., Mississippi University for Women
M.Ed., Mississippi State University
Additional Study: Mississippi University for Women,
Mississippi State University

COMMITTEES OF THE FACULTY

The faculty is organized into the following standing committees:

Admissions

Curriculum

Student Affairs

Library

Discipline

Athletic

Absence

NON-INSTRUCTIONAL STAFF

Pearl Booth
Deena Barbee
Ray Bridges
Elbert Burrell
John L. Crayton
Eva Dickerson
Walter Goldsmith
Wautana Green
Virginia Jones
Evon Lepard
Patricia Lucas
Sherry McClellan
Rufus McConnell
Helen McKibben
Mary Sue Pratt
Sharon Mullen
Melanie Myrick
H. H. Spell
Vuna Summerlin
James Terry
Aline Thorne
Ruth Thweatt
Emily Young

Assistant Maintenance Engineer
Secretary, ADN
Baptist Student Union Advisor
Campus Security Officer
Campus Security Officer
Secretary, Registrar's Office
Wesley Foundation Advisor
Dormitory Hostess, Grenada Hall
Secretary, Financial Aid Office
Supervisor, Vehicle Maintenance & Repair
Secretary, Dean of Students
Receptionist and Switchboard Operator
Manager, Food Services
Manager of Bookstore
Secretary, Registrar's Office
Secretary, Campus, KSC
Secretary, Business Office
Assistant Maintenance Engineer
Manager of Recreation Center
Campus Security Officer
Secretary, Vocational-Technical Education
Bookkeeper, MDTA-CETA, KSC
Secretary to the President

GENERAL INFORMATION

LOCATION

Holmes Junior College is located at Goodman, Mississippi, in the eastern part of Holmes County. The town and college, located on Highway 51 eight miles south of Durant, is especially convenient to students from Attala, Carroll, Choctaw, Grenada, Holmes, Madison, Montgomery, Webster, and Yazoo Counties.

Goodman, though a small town, is well suited as the location for a junior college. Its people are proud of the school and accord its students a most cordial welcome. Through the churches—Baptist, Methodist, and Presbyterian—a special effort is made to serve the students of the college and to make them feel at home.

HISTORY

Holmes Junior College evolved from Holmes County Agricultural High School which had its beginnings in 1911, when the town of Goodman provided forty acres of land and the Board of Trustees bought forty-two acres of land on the west side of Goodman, Mississippi, and established Holmes County Agricultural High School.

In 1922 the state legislature made it legal for the agricultural high schools to add two years of college work. In 1925-26 school session, the first year of college work was added; and in 1928-29 school session, the second year was added; making the school a full-fledged junior college and eligible to award the Associate of Arts degree.

The support of the college has expanded from the original county of Holmes to include Carroll, Attala, Madison, Choctaw, Montgomery, Grenada, Webster, and Yazoo counties. The state, through legislative appropriations, has assumed an increasing responsibility for the support of junior colleges in Mississippi. Thus, through district and state cooperation Holmes Junior College has built a plant with a replacement value of at least twelve million dollars and has come to take its place among the best junior colleges in the state system.

HOLMES JUNIOR COLLEGE

PURPOSE

Holmes Junior College has as its general purpose to provide a two-year program of studies which will serve the educational needs of this area at a minimum cost to the student.

To meet these needs, the specific aims of the college are as follows:

1. To make available to students high quality education parallel to the first two years of senior college or university work in as many fields as is practical.
2. To offer vocational and technical courses in a variety of areas and to provide as rapidly as possible other courses for which there is sufficient student demand and industrial need.
3. To provide personal, academic, and occupational guidance which will assist individual students in discovering their abilities, aptitudes, and interests; in making adequate adjustments to college life; and in obtaining information necessary to furthering their educational or occupational careers.
4. To provide an environment which is conducive to serious study and which will encourage student responsibility, leadership, and logical thinking.
5. To provide leadership in curricular and extracurricular activities which will promote intellectual, cultural, social, spiritual, and physical development of the student.
6. To provide courses for adults (credit or non-credit) for personal enrichment or professional improvement.
7. To cooperate with the college district in furnishing facilities and activities which will be of benefit to the surrounding area.

SCHOOL PLANT

The campus of Holmes Junior College, beautifully landscaped with trees and shrubs, is located on the highest peak in the area of about twenty-five square miles. The plant has grown from the three original buildings to fifty-six buildings.

Holmes Junior College owns a total of three hundred and five acres of land. The campus is composed of one hundred ninety-six acres. The primary buildings are as follows: Administration, Coliseum, Science and Mathematics, Fine Arts, Business, Vocational-Technical, Industrial Education, Artcrafts and Campus Security, Library, Guidance, Child Care, Student Center, Learning Resource Center, Cafeteria, Gymnasium, Fieldhouse, Warehouse and Garage, Yazoo Hall, Choctaw Hall, Attala Hall, Grenada Hall, Webster Hall, M. C. McDaniel Building, Motel Hall, President's Home, and twenty-five faculty residences. A lighted football stadium with a track around it, a baseball field, six tennis courts, and a six-acre lake complete the facilities on the campus.

DESCRIPTION OF BUILDINGS

The **Administration Building** was originally constructed in 1961. This building was formerly the McMorrough Library, and in 1977 was renovated for the use of all administrative offices.

The **Frank B. Branch Coliseum**, completed in 1973, is completely air-conditioned. It contains offices and classrooms for the band and physical education departments. It also contains athletic visiting quarters and dressing rooms for both men's and women's basketball. The gymnasium-auditorium has a seating capacity of 2,600.

The **M. C. McDaniel Building** was originally constructed in 1918. An auditorium was added in 1930, which has a seating capacity of five hundred and sixty. The first floor of the building was renovated in 1967 and again in 1977. Located on this floor and the ground floor are offices and classrooms for reading, psychology, economics, history, and government. The third floor was completely renovated and air-conditioned in 1971 and has offices and classrooms for the English department.

The **Science and Mathematics Building**, completed in 1971, is completely air-conditioned. It contains both classroom and laboratory facilities for chemistry, botany, zoology, physics, and mathematics. It has an auditorium with a seating capacity of 96, faculty offices, lounge, workroom, and greenhouse.

The **Montgomery Fine Arts Building**, completed in 1965, is completely air-conditioned and accommodates music, art, speech, drama, and foreign language. There is an auditorium with a seating capacity of 246.

The **Business Building**, erected in 1967, is completely air-conditioned and houses the data processing department and the business and secretarial classrooms, faculty offices and faculty lounge.

The **Vocational-Technical Building**, completed in 1966, houses cosmetology, electronic servicing, automotive mechanics, machine shop, refrigeration and air conditioning, building construction technology, and drafting technology. A new annex was completed in 1975 which includes a library, offices, classrooms, drafting laboratory, and the auto body repair shop. A new addition was completed in 1978 and houses the agricultural mechanics and welding shops.

The **Industrial Education Building**, constructed in 1946, houses the drawing, metal, welding, and woodworking laboratories.

The **Artcrafts and Campus Security Building** was originally the Agriculture Building constructed in 1931. The building was renovated in 1979 and houses the campus security office, launderette, and arts and crafts laboratory.

The **McMorrough Library**, completed in late 1975, is a one-story brick building with a floor space of 44,000 square feet. The west two-thirds of the building contains the book stacks and bound magazines, a spacious reading and study area, periodical room, typing and listening rooms. The east one-third of the library contains the educational media center, the librarians' offices, a double classroom, the Mississippi Room, a staff lounge, and rest rooms.

The **Guidance and Student Services Building** was converted from a classroom facility in 1977. It houses the guidance department and testing center. The building also contains space for religious activities and offices.

The **Lorance Student Center** was completed in 1967. This building is the center of student activity. Located in this building is a snack bar, campus post office, book store, and faculty lounge. This building was renovated in 1978 and also houses recreational facilities including pool, ping-pong, chess, checkers, and a television lounge.

The **Learning Resource Center** consists of an open learning laboratory with a coordinator's office, a conference room and a classroom. This building houses equipment and materials for individualized study in the skill areas of math, reading and English for all vocational and technical students.

Carroll Cafeteria was completed in 1963. It is completely air-conditioned and has a seating capacity of 380. Small groups can be accommodated in the private dining room which can seat approximately 50 people.

The **Gymnasium** was built in 1951. It is now used for selected physical education classes and intramural sports.

The **A. A. Derrick Field House**, completed in 1975, provides dressing rooms, storage, and laundry facilities for football, baseball, and track. It also contains modern, well-equipped facilities for visiting teams.

Yazoo Hall is a women's dormitory which was constructed in 1968. It is completely air-conditioned and has a capacity of 104 students. A new addition, completed in 1982, accommodates 40 more students.

Attala Hall is a two-story men's dormitory constructed in 1972. The rooms are constructed in groups of four. It contains a faculty apartment and accommodations for 128 students.

Grenada Hall is a women's dormitory which was built in 1920 and renovated in 1971. It is now completely air-conditioned and carpeted. Its capacity is 100 students.

Webster Hall is a men's dormitory erected in 1920 and renovated in 1971. It is now completely air-conditioned and carpeted. Its capacity is 49 students.

Motel Hall, a men's dormitory, was completed in 1962 and renovated in 1971. It is not completely air-conditioned and has a capacity of 68 students.

Choctaw Hall was constructed from an elementary school building in 1967 to a modern air-conditioned dormitory for men. Its capacity is 104 students.

The **Physical Plant**, completed in 1975, consists of two buildings: a vehicle shop containing a service area, a wash area, and car and bus storage; and a maintenance building containing an office, an employee service area, paint rooms, and areas for carpentry, plumbing, electrical and storage. The vehicle shop contains 6,750 square feet of floor space, and the maintenance building contains 13,025 square feet of floor space.

The **Child Care Center**, originally the Greenfield's Restaurant, was purchased by the college in 1977 and renovated with adjacent playgrounds established for a Child Care Technology Program.



ADMISSION AND REQUIREMENTS

ACADEMIC AND TECHNICAL (Entering Freshman)

High School Preparation. (1) A student must have graduated from a high school fully accredited by the Mississippi State Department of Education, Mississippi Private School Association, or the regional accreditation association, or (2) must have taken the GED test and earned the minimum scores required for the Mississippi High School Equivalency Certificate, or (3) must have earned fifteen academic units from a high school that meets the accreditation standard listed above. The fifteen units must include three units of English, two of mathematics, one of science, one-half of civics, one-half of government, one-half of Mississippi History, and one of American History. Physical education and other non-academic units will not be counted toward the fifteen units.

A student who has attended high school during a fall semester and who wishes to enter an academic or technical program at the beginning of the spring semester on the basis of having earned 15 acceptable units must also have a letter of recommendation from his/her high school principal supporting this action.

Test Scores. All applicants for academic and technical programs must take the American College Test. No minimum score is required; however, students with scores of 12 or below may be required to take one or more developmental courses at the discretion of their faculty advisor. (The ACT requirement is waived for applicants who last attended high school ten (10) or more years ago or who have earned a bachelor's degree from an accredited institution.)

Probationary Admission. Students who wish to enroll in an academic or technical curriculum with ACT scores of 9 or below shall be admitted on probation. They are required to earn at least nine semester hours and eighteen quality points their first semester of full time attendance. Failure to meet these minimum requirements shall result in the student being referred to the Academic Probation Committee. The Committee is authorized to take whatever disposition, including suspension or dismissal, they consider to be in the best interest of the student and the college.

Academic and technical students with ACT scores of 9 or below are required to enroll in Academic Foundations Courses their first semester. This curriculum consists of:

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Developmental English I.....	3 hrs.
Math course based on placement test and student's major.....	3 hrs.
Reading course based on placement test.....	2 hrs.
Orientation.....	1 hr.
One course in student's major selected with advisor's approval.....	3 or 4 hrs.
Electives (band, choir, p.e., varsity sports).....	1 or 2 hrs.
Total	12 to 15 hrs.

Foreign Students. The following items must be on file in the Admissions or Registrar's Office at least 30 days prior to the beginning of the semester of intended enrollment:

1. Application for Admission
2. Complete and official scholastic records
3. Scores on entrance tests
4. TOEFL scores
5. Affidavit of support
6. Room reservation fee

Applicants whose native language is not English are required to submit a score of at least 500 on the Test of English as a foreign language (TOEFL) or must have previous credit in English Composition I and II. Information regarding this test may be obtained by writing to: TOEFL, Educational Testing Service, Princeton, New Jersey, 08540.

VOCATIONAL (For all except Practical Nursing)

High School Preparation. (1) A student must have attained the equivalent of a tenth grade education (8 units) at a fully accredited high school, or (2) must have taken the GED test and earned the minimum scores required for tenth grade equivalency as set by the State Department of Education.

Age. Applicants who are not high school graduates must be at least 18.

Deposits. Applicants must deposit \$30.00 to reserve a place in a vocational class. This deposit is non-refundable but will apply toward student fees. It is valid only thru the first day of registration.

Tests. Applicants may be required to take various aptitude and placement tests at the discretion of the vocational department.

Special Requirements for Cosmetology Students. Two health certificates must be filled out and signed by a doctor within one month of entrance. An interview with the instructor must be completed prior to admission.

PRACTICAL NURSING

Admission requirements to be met before a student enters training are:

1. The applicant shall be at least 18 years of age.
2. The applicant shall give evidence that he or she has completed the 12th grade in school or made an equivalent score on the GED Test.
3. The applicant shall make satisfactory scores on tests given by the Mississippi Employment Service and Holmes Junior College.
4. All applicants selected for the practical nursing program must take the ACT. (The ACT requirement is waived for applicants who last attended high school ten (10) or more years ago or who have earned a bachelor's degree from an accredited institution.)
5. The applicant shall be physically and emotionally fit as established by a completed physical examination and recommendation of the examining physician.
6. The applicant shall meet the Admissions Committee, which after reviewing all records and interviewing the applicant, will make recommendations as to whether or not it thinks the applicant shows promise of becoming a good practical nurse. Records shall be kept of the interview.

The Practical Nursing program at Holmes Junior College is affiliated with five area hospitals.

ASSOCIATE DEGREE NURSING

The director and faculty of the Holmes Junior College Associate Degree Nursing Program have the final responsibility for selecting those students to be admitted or re-admitted to the Associate

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Degree Nursing Program. Thirty students will be admitted to each nursing class. The number of qualified students admitted is based on the number of nursing faculty on staff. Standards for accreditation of schools of nursing in the state of Mississippi require that total enrollment be limited to a maximum of fifteen students per each full time or equivalent qualified nursing faculty member and that the student-faculty ratio in the laboratory shall be no more than ten to one.

Nursing students must meet the same general admission requirements as those required for all applicants to Holmes Junior College. Candidates will be considered for admission to the nursing program conditional to meeting the following requirements:

1. Formal acceptance to Holmes Junior College.
2. In accordance with the Board of Trustees of State Institutions of Higher Learning associate degree admission criteria, all students must have an ACT score of 15 or higher. Each school is permitted to a ten percent allowance for high risk students whose ACT scores are less than 15.
3. In accordance with the Board of Trustees of State Institutions of Higher Learning associate degree admission criteria, transfer students (students admitted in programs other than nursing) with less than a score of 15 on the ACT must complete successfully a minimum of twelve semester hours or equivalent before being admitted into the nursing curriculum. The student must have made at least a grade of C on the freshman courses of anatomy and physiology, both of which are included in the above twelve semester hours.
4. In accordance with the Board of Trustees of State Institutions of Higher Learning associate degree admission criteria, licensed practical nurses with less than a 15 on the ACT and who wish to enter the associate degree nursing program must have made at least 500 on the licensure examination for the practical nurse.
5. Score of 11.9 or higher on the Nelson-Denny reading test. Score of 20 or higher on Basic Arithmetic Skills test. (Research studies indicate reading and math skills directly correlate with student achievement.)
6. Must attend an orientation session upon admission to the Associate Degree Nursing Program.

7. Satisfactory physical examination.

Admission to the nursing program is competitive. Those applicants showing the **greatest** potential for success in the program as indicated by the above criteria will be chosen for admission.

New classes will be admitted annually in the fall. The Associate Degree Nursing Program will accept men and women students, single or married, without regard to race, religion, creed or ethnic origin.

Notification of acceptance in the nursing program must come from the Director of Nursing, not the Admissions Office. All application materials must be on file with the Director, Department of Nursing.

Applicants must be in generally good health. Upon admission, satisfactory reports from family physician will be required as well as current recommended immunizations.

Letters of acceptance to the nursing program will be sent to those applicants selected for each class. It is required that applicants confirm their intention to attend nursing classes for the year designated. Failure to notify the Associate Degree Nursing Department Director within ten working days indicates the applicant does not wish to accept the place reserved in the nursing sequence.

In addition to regular college fees, associate degree students will incur expences for such items as uniforms, textbooks, supplies, insurance, nursing organization and state board application fees, etc.

TRANSFER STUDENTS

A transfer student is defined as one who has hours attempted on his permanent record at another institution. In addition to meeting the same admission requirements as an entering freshman, a transfer student must have an official transcript sent from each institution previously attended.

Transfer students who are on academic probation or suspension at their last institution may be admitted to Holmes on probation. Students who are on disciplinary probation or suspension must petition the Admissions Committee for a special hearing.

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A student who has successfully completed one semester (passed 12 semester hours and earned 24 quality points) shall be admitted in regular standing without regard to his ACT score.

Place of Residence. Holmes Junior College is supported by a nine-county district in central Mississippi. Normally, only residents from this nine-county district are accepted as students. However, a limited number of out-of-district students may be admitted by special action of the Admissions Committee.

Students seeking admission to Holmes Junior College through special action of the Admissions Committee must first have an interview with a counselor and/or the Director of Admissions. A second interview may be required in some cases; if so, this would be held with the full Admissions Committee.

Non-Accredited High School. Students who attended a high school not fully accredited by the Mississippi State Department of Education, the Mississippi Private School Association, or a regional accreditation association may petition the Admissions Committee for special consideration. Factors that may be considered are high school grades, test scores, and intended major at Holmes.

SUMMER SCHOOL FOR HIGH SCHOOL JUNIORS

1. The student must have an overall B average on all work completed — this must consist of at least 12 academic units, i.e., physical education, band, choir, and other non-academic subjects can not be included.
2. The student must have a minimum ACT composite score of 20.
3. The student must have a written recommendation from either his/her high school principal or guidance counselor.
4. All courses taught during the summer session are open to Juniors, except those courses which the student would normally take during the senior year.
5. Full credit will be granted but will be reserved until the student either graduates from high school or is admitted to college as a full-time student.

ORIENTATION AND REGISTRATION

First-time students must attend the scheduled orientation sessions. These will provide information about Holmes Junior College, its rules and regulations, types of organizations, clubs, etc. Also, college life in general will be previewed.

The following steps must be completed by each student before he/she will be accepted for enrollment at Holmes Junior College.

1. Complete and turn in an application form.
2. High school transcripts and transcripts from any previous colleges must be in the Registrar's office at Holmes Junior College.
3. An American College Test score must be on file at Holmes Junior College for academic or technical students.

The following steps must be completed to be enrolled.

1. Fill out registration cards.
2. Have I.D. picture taken.
3. Have picture made for the school annual.
4. Have schedule of classes approved.
5. Pay entrance fees in the Business Office.

If any of the steps are incomplete, the registration of the student is incomplete and may result in his not being accepted as a student at Holmes Junior College.

PROBATION AND SUSPENSION

Academic and technical students with ACT scores of nine or below will be admitted to Holmes Junior College on probation. Academic and technical students will be scheduled into the Academic Foundations Courses, under which they will be required to pass at least nine hours and earn at least 18 quality points. In addition to this, these students must repeat any developmental courses they do not pass. Students failing to meet minimum standards of progress at the end of their first semester will not be eligible to return to Holmes as full-time students in any academic or technical area until (1) their deficiencies have been corrected or until (2) they have remained out of school for at least one semester.

Students failing to meet minimum standards who elect to enter a vocational area second semester may do so, but will be admitted on probation. These students must earn at least a "D" average for their first semester of vocational work in order to be eligible to return to Holmes Junior College in that or any other vocational field.

All academic and technical students at Holmes Junior College must meet minimum standards of progress to remain in good academic standing. This means that a student must pass at least nine semester hours work and earn at least 18 quality points each semester. Students who do not meet these standards enter their second semester at Holmes on academic probation. Students who fail to meet minimum standards for two consecutive semesters will not be eligible to return to Holmes Junior College as full-time academic or technical students until (1) their deficiencies have been corrected or (2) they have remained out of school for at least one semester.

Vocational students receiving a grade of "F" for two consecutive semesters will not be eligible to return to Holmes Junior College in any vocational field until they can in some way pull their grades up to an acceptable level or until they have remained out of school for at least one semester.

CREDIT BY EXAMINATION

Credit will be allowed for any subject exam offered by Holmes through the CLEP provided a percentile score of at least 50 is reached. The general examination percentile scores must also be at least 50. Credit for the general examinations will be limited to six hours English Composition, three hours of history, three hours of biological science, three hours of physical science survey, three hours fine art, three hours of physical science survey, three hours fine art, three hours of literature, and three hours of algebra.

Credit for Educational Experience other than the Standard College Classroom Experience. The total of all credits for this purpose shall be limited to thirty semester hours. This includes credit allowed for Veteran experiences in the Armed Services, all college level examination programs, television experiences through testing, extension credit and correspondence credit.

ABSENCES

Academic and Technical Absences. Registration for a section of a course makes the student responsible for attending that class until the course is completed or until the Academic Dean authorizes withdrawal from that section. The college reserves the right to sever its relationship with any student who is excessively absent. Absences are considered to be excessive when they exceed the number of times the course meets in two weeks.

For the regular class that meets three periods per week, the student will be placed on academic probation in that class when he/she incurs the fourth absence. The student will be notified in writing of his/her status and asked to come in for an interview. If a student incurs seven absences in a class, his/her record will be reviewed by the absence sub-committee. Unless there are extenuating circumstances such as extended illness combined with no unexcused absences, the student will be removed from the class with a grade of "F." For classes that meet more than or fewer than three times per week, the probation and "cut-out" figures will be adjusted to the same proportion.

The student may appeal to the full absence committee if he/she is not satisfied with the ruling of the sub-committee. The student must request in writing that a meeting be called to hear his/her appeal.

The student is responsible for all class work missed during absences, including school business absences. Additional make-up work for unexcused absences may be assigned at the discretion of the teacher. Should a student miss a scheduled test (one that has been scheduled at least two class meetings previous to giving the test), the teacher may elect to give the student an "F" on the test, or assign additional make-up work if the absence is unexcused.

A record of absences is to be kept in the teacher's grade book and turned in to the Registrar's office on grade sheets at the end of nine weeks and at the end of the semester. The semester grade sheet will include the absences incurred during the first nine weeks. This report will consist of the number of absences, not the actual dates. These are for record purposes and will not show on the student's transcript.

Academic and Technical Excused Absences. Sickness off campus should be substantiated with: (1) a doctor's statement when attended by a doctor or dentist. (2) A statement from parents for absence of one or two-day duration when the absence is due to illness of a student or to a death in the family.

In cases of an absence due to personal business, any documentation such as receipts, court summons, military orders, etc., should be retained by the student. All excuses for absences should be presented to the instructors.

The Academic Dean's office issues school business excuses for students who represent the school at approved activities; such

as, atheletic events, club meetings, and field trips. School business excuses do not count toward the "cut-out" number in a class.

Academic and Technical Tardies. Students should realize that tardiness causes delay and disruption of a class. Anytime a student establishes a pattern of being consistently tardy in a class, the teacher will send the student to the Dean. The Dean will then place the student on probation in this class. If the student continues in this pattern of tardiness, he/she may be removed from the class with a failure in the subject recorded on his permanent record.

When a student is tardy to a class, he/she must remain after class and inform the teacher he/she was tardy, not absent. Failure to do this may result in his/her being reported absent. This will be impossible to correct at a later date.

Vocational Absences. No absences are excused, all time missed must be made up. Instructors shall report all absences daily to the counselor's office, where a master file will be retained on each student. A letter will be published daily and placed on the department bulletin board, showing absentees by course for the previous day.

Each time a student is absent for any reason, the instructor will inquire as to the reason for absence. The student will be required to fill out an absence form (furnished by instructor), showing date of absence and reason indicated for absence and having the student's signature. The instructor will return this form to the counselor's office where it will be placed in the student's file.

On the third occasion of absence the student is placed on a probationary status. Notification of probation will be made in writing with copies to the student, parents or guardians, coaches (for athletes) and others deemed necessary. Any absence while on probation will result in a meeting of the Absentee Committee where a decision will be made as to termination from school or continued probation.

The Absentee Committee will be composed of a moderator (director or one of assistant directors), all instructors, and a student representative from each class. After hearing reasons for absence and other statements concerning absences, the committee will vote by secret ballot.

Vocational Tardies. Anyone reporting to class after 8:00 in the morning or 1:00 in the afternoon will be considered tardy. Three tardies will constitute an absence and make up work will be required. Anyone reporting to class more than thirty minutes late will be counted as absent for that day.

CHANGES IN CLASS SCHEDULE

Changes in a student's class schedule, including those initiated for a department's convenience, must first be approved by the Academic Dean.

CLASS STANDING

A student's classification is determined by the amount of work completed, as follows:

Freshman	0-23 semester hours
Sophomore	24 and above semester hours

EXAMINATIONS

Regularly Scheduled Examinations. The regular examinations scheduled at the end of each semester are given beginning at 8:20 and ending by 12:20 in the mornings and beginning at 1:20 and ending by 3:20 in the afternoons. The complete schedule of examinations is announced during the semester.

Examination Permit. An examination permit must be obtained from the Business Office prior to reporting for any final examination.

Eligibility. No student is eligible to take an examination unless he/she is free from all arrearages in fees, such as laboratory or library fees, or fines.

Standards of Honesty. Although there is no general organized honor system governing the conduct of students during examinations and tests, the work of the college is conducted on a basis of common honesty. Deviations from this standard are to be reported by the supervising instructor to the Dean.

Presence during Examination. If a student is present at all during the examination, he shall be regarded as having attempted the examination, and will be so reported by the examiner.

Absence during Examination. Absence from the room during the course of the examination, without the consent of the examiner, shall invalidate the examination.

CREDIT AND GRADES

The Semester Hour. A semester hour is defined as the unit of credit value of work involved in attendance upon lectures or recitations for one class hour a week for one semester, or upon laboratory work varying from two to four hours a week for one semester.

Grade Symbols. A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

Passing Grades

A Excellent

B Good

C Satisfactory

D Lowest passing grade

Other Grades and Marks

F Failure

I Incomplete

W Withdrew

WP Withdrew Passing

WF Withdrew Failing

Grade Points. The value of each grade in grade points is as follows: A, 4; B, 3; C, 2; D, 1; F, 0.

C Average. A "C" average is defined as having earned an average of two (2) quality points per semester hour attempted.

F Grade. The grade of "F" is recorded (1) if the student has failed on the combined evaluation of his work through the semester and his final examination; (2) if the student has dropped the course without permission; or (3) if the student attends the examination without submitting a paper or fails to appear for the examination and presents no acceptable reason for his absence.

I Grade. An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept him from meeting some requirements of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by an unavoidable circumstance. If an incomplete is not removed within the two weeks following the grading period, the grade automatically becomes an "F." This applies to both mid-semester and semester grades.

W Grade. The mark "W" is recorded if the student officially withdraws after the first two weeks but before mid-semester. No mark is recorded for a withdrawal made before the end of the second week of the semester.

WP and WF. A mark of "WP" or "WF" is recorded if the student officially withdraws after mid-semester but before the scheduled time for the final examination.

TRANSFER CREDITS

Only credits transferred from an institute which is fully accredited by The Southern Association of Colleges and Schools (or other regional accreditation association) will be accepted by Holmes Junior College. This credit will be reproduced on the permanent records of Holmes Junior College.

All transfer work will be evaluated for its applicability toward the requirements of a particular curriculum or major. This may vary from curriculum to curriculum and is determined by the Academic Dean of the College.

A student who has attended a non-accredited institution may validate up to twenty-four (24) semester hours of credit through the college level examination program.

In the case of students receiving VA benefits, enrollment certificates submitted to the Veterans Administration will reflect proper credit for previous education and training.

To meet the graduation requirements for an associate degree, transfer students must have an overall "C" average on all hours scheduled and rescheduled at all institutions previously attended as well as a "C" average on work scheduled at Holmes Junior College. Students who do not meet this requirement may become eligible for a Certificate of Graduation.

INSTITUTIONAL CREDIT

Holmes Junior College offers a small number of academic courses which are of a "remedial" or "self-enrichment" nature. These courses earn "institutional" credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in developmental English will NOT satisfy the English requirement for any degrees or certificates.** Courses for which institutional credit is awarded will have a "0" in the course number.

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COURSE REPEATS

If two or more final grades are recorded for the same course, the last grade (not including the W and WP) will be used to compute the grade point average and will be applied toward graduation. All other grades recorded in the course will be struck through and the course will be noted as repeated on the student's permanent record. It is the student's responsibility to request that a repeat card be filled out when he/she registers if he/she is repeating a course.

GRADE REPORTS

A report of the student's work is made at midterm and at the end of the semester. Students who desire a copy of these grades should make a request to the Registrar. After one copy has been sent, a charge of fifty cents will be made for additional copies.

STUDENT LOAD

The normal load for a student is sixteen semester hours. The minimum load for a full-time student is twelve semester hours. A student is allowed to take more than sixteen hours per semester when his/her normal schedule would call for this or when he/she has maintained an average of **B** or better. **No** student may take more than twenty-one hours in any one semester.

GRADE RECOGNITION AND HONORS

Students with a sufficient quality point average are recognized at the end of each nine weeks and at the end of the semester.

To be eligible for such recognition a student must be taking at least twelve semester hours (excluding developmental and other non-college credit courses) and have no grade less than a "C."

This recognition is divided into three parts as follows:

President's List. Those students who have a quality point average of 3.7 to 4.0.

Dean's List. Those students who have a quality point average of 3.4 to 3.699.

B-Average Students. Those students who have a quality point average of 3.0 to 3.399.

Honors at graduation are as follows: Those who have earned a 3.7 and above quality point average for all four semesters will be graduated with "Special Honors;" those who have earned a quality point average of 3.4 to 3.7 for all four semesters will be graduated with "Honors." Only graduates who are receiving an AA or AAS degree are eligible for honors or special honors.

WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from school for any reason must secure a withdrawal form from a Counselor's office and have the form signed by the designated school officials. If a student is unable to withdraw in person, he should notify the Academic Dean's office and request a withdrawal form be initiated and completed. Failure to officially withdraw may result in F's in all classes.

GRADUATION REQUIREMENTS

Holmes Junior College awards the following degrees and certificates: Associate of Arts degree (AA), Associate of Applied Science degree (AAS), Certificate of Graduation, one-year technical certificates, and one-year or two-year vocational certificates.

DEGREES AND CERTIFICATES

A candidate for the Associate of Arts degree must complete a minimum of sixty-four semester hours in an academic (college-parallel) program. The hours earned must be applicable to a bachelor's degree. The candidate must earn at least 128 quality points. English Composition I and II are required of all graduates. Additional requirements for music majors are stated on pages 78-80.

A candidate who completes the prescribed set of courses for the two-year technical programs shall be eligible for the Associate of Applied Science degree. The requirements also include earning a minimum of sixty-four semester hours, 128 quality points, and credit in English Composition I and II.

A candidate for the Certificate of Graduation must complete sixty-four semester hours. English Composition I and II are required of all graduates.

A candidate who completes the prescribed set of courses for the one-year technical programs shall be eligible for a special departmental certificate. The requirements also include earning

a minimum of 32 semester hours, 64 quality points, and credit in English Composition I and II. The student must have a "C" average on the prescribed courses to include English Composition.

Residency. Twelve semester hours of residence credit is required for graduation.

A candidate who completes the prescribed set of courses for the one-year technical programs shall be eligible for a special departmental certificate. The requirements also include earning a minimum of 32 semester hours, 64 quality points, and credit in English Composition I and II. The student must have a "C" average on the prescribed courses to include English Composition.

A candidate who completes the required number of clock hours for the one-year and two-year vocational programs with a passing grade shall be eligible for a special certificate.

All candidates for graduation must file their applications for a diploma with the Registrar. December graduates must file during the first week of October; and any students graduating in May or during the summer session must file during the first week of February. Graduation fees (\$15.00 for May, \$7.50 for December) must be paid at these times.

A candidate shall not be eligible to receive a one-year technical certificate and an AAS degree at the same graduation.

Former students may transfer work back to Holmes Junior College to complete degree requirements subject to the following requirements and limitations:

1. The maximum amount of work that may be transferred back shall be 11 semester hours.
2. The student must complete the degree requirements and request the degree within one year after his last date of attendance at Holmes Junior College.
3. The student who completes the degree requirements in summer school must take the courses with Holmes Junior College if they are available.
4. The student's last semester of full-time attendance prior to completing the degree requirements must have been at Holmes Junior College.

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TRANSCRIPTS

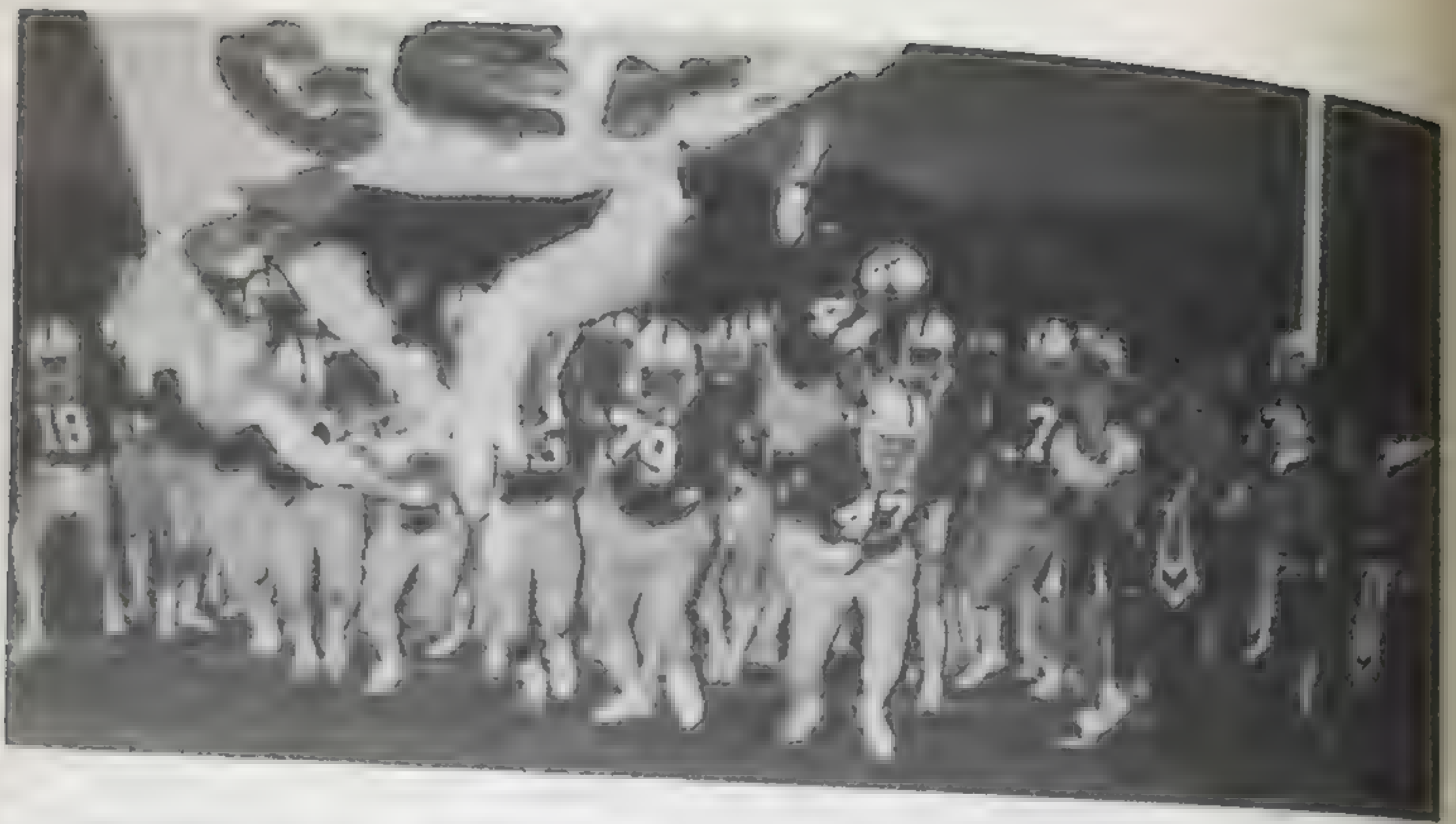
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One transcript will be furnished each student free of charge. For each additional transcript, there will be a charge of one dollar.

STUDENT RECORDS

The Registrar prepares and maintains a permanent scholastic record for each student. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the Registrar will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants, scholarships, and loans); name, date, and place of birth, address, dates of attendance, major field of study, class rank, and quality point average. Transcripts are released only at the written request of the student.





EXPENSES**Entrance Fee**

All full time students pay an entrance fee of 220.00 per semester. This fee must be paid at the beginning of the semester at the time the student registers. Payment of fees is a part of the registration procedure and failure to complete this step will void registration procedure for the individual.

Students are not required to pay special fees for laboratory courses. The entrance fee pays for the school paper, the annual, the I.D. card, and a post office box for each student.

An I.D. card is issued to each full time student as a step in his registration procedure. This card serves the student in many ways and should be in his possession at all times. The I.D. card:

1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.
2. Admits the student to the student union building.
3. Admits the student to the library.
4. Serves as identification at the Campus Bookstore, the Security Office, the Business Office, and Student Elections.

All students whose parents reside outside the state of Mississippi will pay a tuition fee of \$300.00 per semester in addition to the costs for district students. This fee is payable at the beginning of each semester and is non-refundable after the student has met classes.

There is a foreign student service fee of \$100.00. This is a one-time charge payable at the beginning of the first period of enrollment. (Effective August 1, 1982)

PART TIME STUDENTS

Students who enroll for less than 12 semester hours in the day program are classified as part time students. The cost is \$21 per semester hour.

HOLMES JUNIOR COLLEGE

SPECIAL PLAN FOR SENIOR CITIZENS

Under a plan adopted by the Board of Trustees, persons sixty-five or retired persons over sixty-two may enroll for any class taught by the college without paying any fees except for equipment necessary for some vocational-technical classes.

ROOM AND BOARD

A dormitory resident will pay \$180.00 a semester for a room. This is collected in advance at the first of each semester and is non-refundable.

Board will be \$320.00 per semester or \$640.00 per year. It is due and payable at the beginning of each semester. However, upon request, the board payments may be deferred according to the schedule shown.

Day Students (Each Semester)

1. Mississippi Students	\$220.00
2. Out-of-State Students	\$420.00

Dormitory Students (Each Semester)

1. Mississippi Students	\$720.00
2. Out-of-State Students	\$920.00

The preceding costs are due and payable at the time of registration each semester. Upon request, the following payment schedule may be allowed:

Deferred Payment Calendar for Dormitory Students

Parents who do not find the following schedule for payments convenient may make special arrangements with the business office.

Fall Semester — On Entrance:

August 22, 1983	
October 3, 1983	\$506.00
November 14, 1983	\$107.00
	\$107.00

Spring Semester — On Entrance:

January 9, 1984	\$506.00
February 20, 1984	\$107.00
April 2, 1984	\$107.00
Total for school year	\$1,440.00

NOTE: All costs are on a semester basis. The above dates for payment are for convenience only. Holmes Junior College reserves the right to change any charges published, when in the judgement of the administration, conditions justify doing this.

Students should have no trouble discerning that the payment on entrance consists of fixed fees of \$220.00 and the non-refundable room rent of \$180.00 plus one-third of the semester cost for board of \$106.00. This totals \$506.00. The other two payments each semester are for board and each payment equals one-third of the semester cost for board which is \$107.00.

Out-of-State students pay \$300.00 per semester in addition to the costs for district students.

GRADUATION FEE

A graduation fee of \$15.00 is required of all students participating in the graduation ceremony. This is to pay for the cap and gown rental and for the diploma or certificate.

**REQUIRED SPECIAL TOOLS AND/OR EQUIPMENT
VOCATIONAL AND TECHNICAL**

Agricultural Power Machinery	\$150.00
Auto Body Repair	100.00
Automotive Mechanics	150.00
Architectural Design and Construction	100.00
Cosmetology	75.00
Drafting and Design	50.00
Communication Electronics	125.00
Machine Shop	175.00
Heating, Refrigeration and Air Conditioning	200.00
Welding	100.00

Students should check with their instructor prior to purchasing books, tools, and supplies. Prices are subject to change.

HOLMES JUNIOR COLLEGE

DEPOSITS

Deposits are required for room reservations, for keys to dormitory rooms, and for assuring a place in certain vocational courses. Room deposits and vocational course deposits are non-refundable.

REFUND POLICY

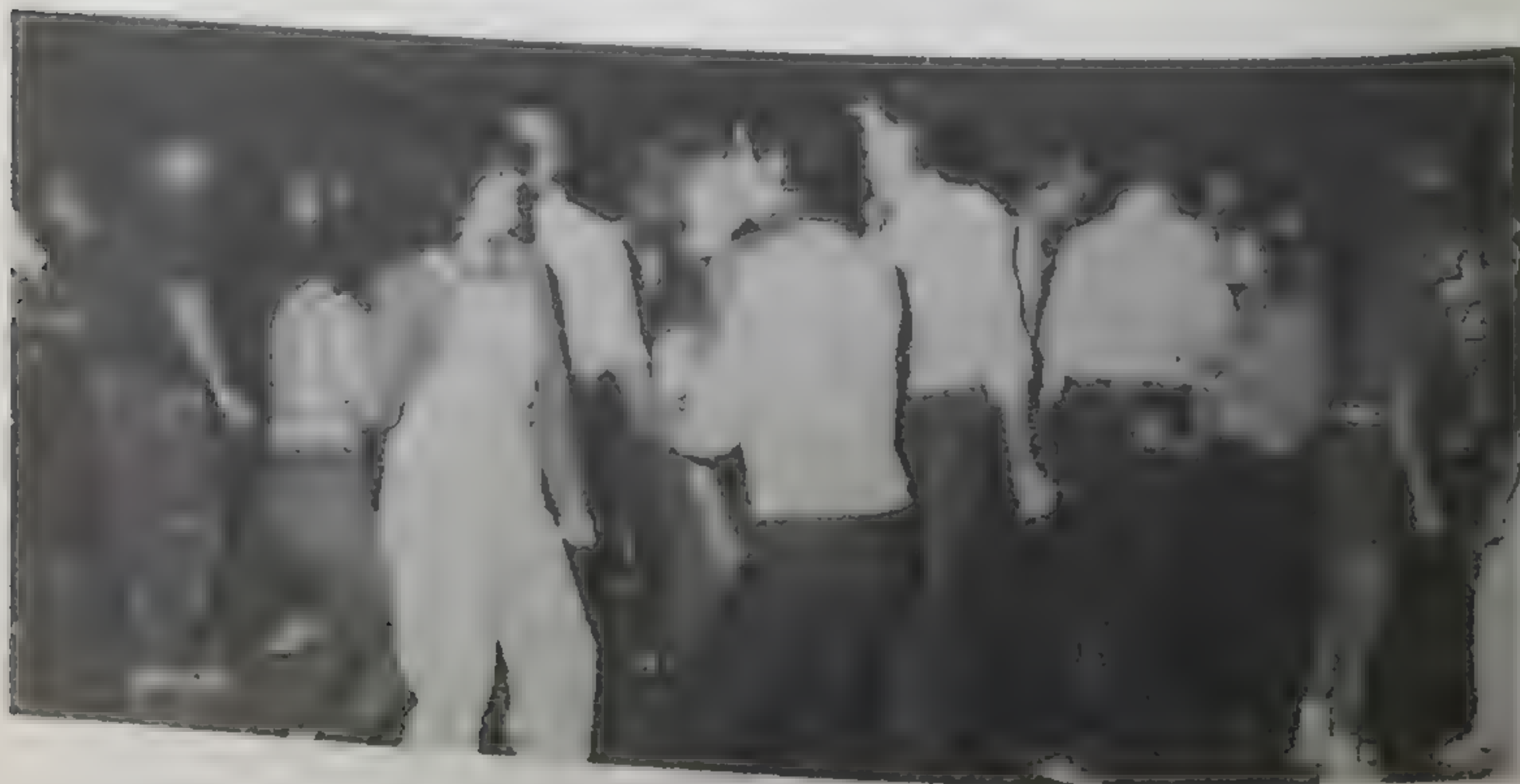
a. Fees — Ten dollars of the \$220.00 entrance fee is for matriculation and is non-refundable. The remaining \$210.00 is refundable as follows:

One week or less	90 per cent
Less than two weeks	75 per cent
Less than three weeks	50 per cent
Less than four weeks	25 per cent
Four or more weeks	0 per cent

b. Room rent of \$180.00 per semester is non-refundable.

c. Board is refunded on the basis of weeks left in a semester after the week in which withdrawal occurs. The date of withdrawal shall be the date of signing of the official withdrawal sheet by the business office. No reduction is made for absences of less than two continuous weeks (holidays excluded).

d. Refund policy for veterans provides that a refund will be made upon application on a pro-rate basis to an eligible person (service man or active duty, veteran, or war orphan) in receipt of educational benefits pursuing courses of instruction on a non-accredited clock hour basis from the Veterans Administration under existing published laws.



OFFERINGS AND SERVICES**COUNSELING AND ADVISEMENT**

The Guidance Department provides academic, social, personal, and vocational counseling for students in an effort to help with personal adjustment, establishing values, determining interests, and choosing vocational and career objectives. Counselors assist the student to formulate and clarify goals and to evaluate intelligently his/her own abilities, personality traits, and openness to the experiences he/she is undergoing in an academic community. The student is encouraged at all times to seek counsel, not only in the face of specific problems, but also to discuss ways of constantly improving the skills required for effective living.

ORIENTATION

The first day of school will include an orientation program designed to introduce students to college life and aid in making adjustments. Topics will include general school regulations, school activities, academic policies, and academic advisement. All new students must take part in the orientation program.

TESTING

Holmes Junior College is a test center for the American College Test (ACT), College Level Examination Program (CLEP), and General Educational Development Test (GED). Applications for each of these tests may be obtained from the Director of Guidance and Student Services.

The Guidance and Student Services Department provides a variety of specialized tests for students. The various tests are administered, scored, and interpreted as the need arises, and are used as counseling aids.

PLACEMENT

Placement activities are designed to aid both the academic student and the vocational-technical student. A supply of senior college information is available in the Guidance and Student Services Department, and counselors are available to assist students in transferring. The vocational counselors assist the vocational-technical students in finding permanent employment.

HOLMES JUNIOR COLLEGE

HEALTH SERVICE

In case of emergencies, the school will see that a student is taken to a hospital. The cost of hospitalization, doctor bills, and medicine, must be paid for by the student.

SCHOLARSHIPS

***Academic and Technical Scholarships.** The **President's Scholarship**, pays one-half the cost of all tuition, fees, room, and board at Holmes Junior College. It is available to any full-time academic or technical student with an ACT composite score of 25 or higher. The student must maintain at least a 2.0 quality point average his/her first semester in order to be eligible to receive scholarship funds second semester. The student must have a cumulative 3.4 quality point average or higher at the end of his/her first year's work in order to be eligible for scholarship funds the sophomore year. The student who has less than the required 3.4 quality point average but at least a 3.0 quality point average at the end of his/her first year will be eligible for the Dean's Scholarship for the sophomore year. Students receiving the President's Scholarships will not be eligible for any other scholarships at Holmes Junior College.

The **Dean's Scholarship** is designed to cover the cost of all tuition and fees at Holmes Junior College. It is available to any full-time academic or technical student with an ACT composite score of 18-24. The student must maintain at least a 2.0 quality point average his/her first semester in order to be eligible to receive scholarship funds second semester. The student must have a cumulative 3.0 quality point average or higher at the end of his/her first year's work in order to be eligible for scholarship funds the sophomore year. Students eligible for the Dean's Scholarships are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc. up to, but not exceeding, the published cost of attending Holmes Junior College.

The **Valedictorian and Salutatorian** from high schools in the Holmes Junior College District are eligible for a \$100.00 award, provided they have an ACT composite score of at least 18.

*No out of state students are eligible to receive academic and technical scholarships.

Athletic Scholarships. Grant-in-Aid Scholarships are awarded in football and basketball in accordance with the rules and regulations of the Mississippi Junior College Association and are limited to athletes in the Holmes Junior College District. A limited number of out-of-state scholarships are available. Applicants should contact the coach(es) of the sport in which he/she is interested at the college.

Music Scholarships. Band (Instrumental) scholarships are available for musically talented students who desire to participate in the Holmes Junior College Band Program. Awards ranging from \$75 to \$475 per year are made based on the performance and dependability of the student and on the particular band activities in which the student participates (Marching, Concert, Pep, Jazz, Ensemble, Auxiliaries). Students may hold band and other scholarships concurrently. **Choir (Vocal)** scholarships are available to students who are musically talented who desire to participate in the HJC Choral Program. Auditions are required for all scholarships of this type, with awards ranging up to \$400 per year. Students may hold vocal scholarships concurrently with band scholarships. **Keyboard (Piano and Organ)** scholarships are available to students majoring in piano. Auditions are required for scholarships. Students may hold keyboard scholarships concurrently with other scholarships. **Students may receive music scholarship awards concurrently with other scholarships, up to, but not exceeding, the published cost of attending Holmes Junior College.**

Drama Scholarships. Scholarships based on talent and performance are available to students interested in Drama. These scholarships range from \$25 to \$100 per year, with awards being based on tryout performance and participation in the various presentations.

Cheerleader Scholarships. Scholarships are available to cheerleaders at the rate of \$100 per year. Scholarships are awarded upon the completion of responsibilities of cheerleaders. Cheerleaders are chosen by a faculty-staff committee, with selection based on performance at tryouts held in April. Applications are available from Guidance and Student Services.

Students may receive scholarship awards concurrently with other scholarships, up to, but not exceeding the published cost of attending Holmes Junior College.

Holmes Junior College Development Foundation Scholarships. The **Mr. and Mrs. M. C. McDaniel Scholarship** was established at Holmes Junior College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Junior College from 1928 to 1940. This award in the amount of \$400 is presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Junior College during his/her two years at the institution.

The **Hilary O. "Prof" Thomas Memorial Scholarship** is awarded in honor of "Prof" Thomas, a former employee of Holmes Junior College from 1946 until his retirement in 1974. "Prof" Thomas, in addition to being head of the Agriculture Department for twenty years, served at varying times as high school principal, high school football coach, Dean of Men, Assistant Dean of Women, and Dean of Student Affairs. The selection of the recipient will be made by the Holmes Junior College Scholarship Committee from applications received from students applying for the scholarship with recommendation from their high school counselor or principal. The award is to be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Junior College. The selection of the recipient of the award will be based on scholastic ability, Christian leadership, integrity, and need.

The **Frank B. Branch Scholarship** is given in honor of Frank B. Branch, former President of Holmes Junior College from December 9, 1955 to June 30, 1976. It is based on scholastic ability, leadership, character, and financial need. The award is made each year to a Grenada County Student who is recommended to the Holmes Junior College Scholarship Committee by his/her high school counselor.

The **Evelyn H. Clark Memorial Drama Scholarship** is awarded in honor of Mrs. Evelyn H. Clark, former speech instructor and drama coach at Holmes Junior College. The Scholarship Committee of the Holmes Junior College Development Foundation will select a sophomore as the recipient of this award, based on talent, scholarship, character and dedication.

The **Dr. Paul B. Brumby Memorial Scholarships** are awarded in memory of Dr. Paul B. Brumby who was born in Goodman, MS., and who was a life long resident of Holmes County. He was a practicing physician in Holmes County for approximately 50 years, a former member of the Board of Trustees at Holmes Junior College and a long-standing friend of Holmes Junior

College. These are tuition scholarships. Each year one will be awarded to the student recommended by the nursing faculty in the Holmes Junior College Associate Degree Nursing Program in Grenada. A scholarship will also be awarded each year by the scholarship committee of the Holmes Junior College Development Foundation to a returning sophomore in the pre-baccalaureate nursing program on the Goodman Campus. The awarding of these scholarships is based on professional attitude, academic achievement and need. In order to retain these scholarships from one semester to the next, the recipients must maintain a 3.0 grade point average.

A **Journalism Scholarship** in the amount of \$250 is available to the editor of the *Growl* each year. This scholarship is based on ability, character, and leadership.

The Holmes Junior College Development Foundation will fund a number of **Undesignated Foundation Scholarships** depending upon the funds available in the scholarship program. Applications for these scholarships are available through high school principals and counselors. These scholarships are awarded on the basis of scholastic achievement, leadership, character, and service to the school.

FINANCIAL AID

The Financial Aid Office of Holmes Junior College believes that no qualified student should be denied an education because of financial need. Financial aid is available to help students meet post-secondary education costs through a program of grants (PELL Grant, Supplemental Educational Opportunity Grant), work-study and scholarships. In addition, we also offer a school-sponsored work program for students with an interest and desire to work. We assist students with applications for Federally Insured Student Loans.

Holmes Junior College participates in the American College Testing Programs Service (ACT), a service that assists schools and agencies throughout the nation in determining a student's financial need. The ACT (Family Financial Statement) is the document used by Holmes Junior College to determine eligibility for financial aid. The ACT (FFS) can be obtained from the Financial Aid Office which is located on the first floor of the Administration Building and is open 5 days a week from 8:00 a.m. to 3.30 p.m.

In order for a student to be considered for the campus base programs (Work-Study and Supplemental Educational Opportunity Grant), the student must have on file in the Financial Aid Office a Holmes Junior College Application for Financial Aid, ACT (Family Financial Statement) and a PELL Grant (Student Eligibility Report). Students must meet all admission requirements before financial aid awards are made.

For further information about the various financial aid programs, requirements, eligibility, student's rights and responsibilities, standards of progress, refund policy, etc., please refer to the Financial Aid Handbook or contact the Director of Financial Aid.

Financial Aid Applications and Handbooks may be obtained by writing to the Director of Financial Aid, Holmes Junior College, Goodman, MS 39079.

STUDENT HOUSING

There are four men's residence halls that provide space for 300 students. These are Attala, Motel, Choctaw, and Webster. Each dormitory has public telephone service, and all are air-conditioned.

There are two women's residence halls that provide space for 259 students. These are Grenada and Yazoo. Each of these dormitories have public phone service and individual phone service is available. Each of the buildings are air-conditioned.

Rooms in the residence halls are furnished with single beds, dressers, chairs, tables. Students are accountable for the care of the room and furnishings.

Room reservations are made only after payment of a \$20 reservation fee. This fee is non-refundable. Out-of-state and out-of-district students must reserve a room two weeks prior to the beginning of school.

AUTOMOBILES

Students who wish to operate an automobile on the campus must register the car in the Office of the Dean of Students. A sticker with a registration number is provided to the student.

Students must park cars in designated areas. Fines will be assessed for failure to do so. Continued abuse of regulations will result in withdrawal of permission to operate a vehicle on the campus. This applies to all students—dormitory and non-dormitory alike.

BOOKS

Books and supplies may be purchased from the book store located in the Lorance Center. Both new and used books are available. The book store will buy books from students at a reasonable discount, depending upon the care that has been taken in the use of the books.

By careful buying and use of books, the cost may be kept to a minimum.

MAIL SERVICE

Student mail should be addressed to the student, Holmes Junior College, P.O. Box, Goodman, MS 39079. Students receive their mail through post office boxes. The fee for the boxes is \$1.00 a semester and is included in the general fees.

STUDENT CONDUCT

Students are expected to conform to acceptable standards of decency, morality, courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and assemblies and have regard for college property.

Guides for routine campus and dormitory life are provided students through announcements, student meetings, bulletins, and student handbooks. Through action by the disciplinary committee a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done through evening classes both on campus and at other locations in the district. These locations include Grenada, Winona, Yazoo City, Kosciusko, Canton, Ackerman, and Madison-Ridgeland.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, workshops, short courses, and other activities designed to meet particular needs.

THE COOPERATIVE EDUCATION PROGRAM

Holmes Junior College has entered an agreement with Mississippi State University whereby any Holmes Junior College student may enter the cooperative education program while attending Holmes Junior College. The student must sign up for the program with the Academic Dean of the college. Acceptance by an employing organization is necessary. The student must continue his/her education at Mississippi State University after finishing at Holmes Junior College to be able to get a degree through the cooperative program.

A \$10.00 registration fee is charged for each work semester.

Students interested in learning more about the Cooperative Program should contact the Academic Dean, Holmes Junior College, Goodman, MS 39079.

VETERAN BENEFITS

Students who plan to attend Holmes Junior College under any type Veteran Educational Assistance Program should file a claim at the Academic Dean's Office in the Administration Building. In order to be eligible for VA educational benefits, a student must adhere to policies established by the school as well as those policies approved by the Veterans Administration and the State Approving Agency.

A revised statement of the standards of progress and attendance that apply to all veterans under Chapter 32, 34 and 35 of Title 38 are available to each student. A copy can be obtained from the Academic Dean's Office. This statement of revised standards of progress and attendance was approved by the State Approving Agency on May 16, 1980, and was implemented beginning with the fall semester of 1980. The statement is in compliance with VA Regulation 14253 (D).

STUDENT ACTIVITIES

ORGANIZATIONS

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are urged to participate in their area of interest.

Band. Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

Bullpeppies. A pepclub to promote school spirit on campus. Open to everyone. Led by a spirit director that is elected by popular vote.

Cheerleaders. The purpose of the cheerleaders is to promote school spirit and interest in athletics. They are selected in tryouts held in the spring.

Chess Club. Organized to promote the game of chess at Holmes Junior College; meetings are held regularly, and membership is open to all students and faculty members.

Choir. The choir is known for its high standards of excellence. Membership is by audition and is open to all students.

Coachmen. A vocal ensemble that performs popular and sacred music. Many concerts are given in district high schools and churches throughout the year. Membership is by audition and is open to HJC choir members.

Collegiate Civitan. The Collegiate Civitan Club is a service organization designed to promote better citizenship in your home, school, and country. The club sponsors many activities on campus each year and performs service projects on campus and in the community. Membership is by invitation of the Club.

Cosmetology Club. The purpose of the club is to promote good public relations and to learn professional practices and business ethics. There are many activities including field trips. The club is open to members of the cosmetology class.

Fellowship of Christian Athletes. Membership is open to all athletes, both those currently active and those not participating on an organized team. Dedicated to promoting Christian ideas both on and off the field of play.

Holme-Towne Players. Organized to let students participate in acting, publicity, and backstage work. This club is known for its fine quality of production and is open to all students.

Delta Psi Omega. Delta Psi Omega is the national honorary dramatics fraternity in junior colleges. It is organized to give special recognition to those students who have made outstanding contributions to drama. It promotes the dramatic arts. It is open to all students who have completed the required number of working hours in drama.

Industrial Education Club. The purpose of the club is to encourage students' participation in professional organization and is open to all Industrial Education majors, Engineering Technology majors and minors.

PASTE-Preschool Association of Students, Teachers, and Educators. The purpose of this club is to work for the best opportunities for young children and to work for improved educational standards and a better quality of life for every child. Membership open to all persons engaged in the education of young children or those interested in child development.

Phi Beta Lambda. Organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to students enrolled in one or more business subjects, including business law, accounting, economics, statistics, data processing, and subjects in secretarial courses.

Phi Theta Kappa. Phi Theta Kappa is the national scholastic honor society for junior colleges. Its purpose is to recognize intellectual achievement, and to promote character, leadership, and friendship among junior college students. Membership is by invitation and is conferred on those who "establish academic excellence," by having grades in the top ten per cent of the student body.

Religious Clubs. The Baptist Student Union, Vespers, the COGIC Club, the Wesley Foundation and Church of Christ's Christian Fellowship aim to foster Christian faith and growth. All students are welcome at meetings and activities.

Student Government Association. Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

Vocational Industrial Clubs of America (VICA). Established for the purpose of encouraging, through club activities, the development of the "whole student," i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

PUBLICATIONS

The Growl, official newspaper of the student body, is published nine times a year. Its purposes are to give publicity and to serve as a workshop or laboratory for students interested in newspaper writing, editing, etc.

Students interested in such work should make it known to the administration upon entering school so that the sponsor of *The Growl* can have this information as soon as possible.

The Horizons is the annual yearbook of Holmes Junior College and is published by a staff of students. Those who have had experience in the publication of high school annuals are urged to join the staff. Inexperienced students are welcome and can make a contribution toward the publication of the yearbook.

Reflections, published once each year, includes the best creative work submitted by Holmes students. Work appearing in *Reflections* is judged by the members of Holmes Junior College English Department and a panel of students on the *Reflections* staff. Manuscripts are invited from students in all departments.





COURSES OF STUDY

ACADEMIC

The following are lists of courses generally required for students planning on majoring in the programs indicated. There may be slight variations in the exact subjects required by the senior college or university from which the student expects to receive a degree. Substitutions may be made in any of the following programs if necessary to meet the curricula requirements of a senior college.

A student is not limited to the programs outlined in the following pages. By proper selection of his/her courses, he/she may meet the lower division requirements of many other academic majors.

COURSE I

Agriculture

First Year

First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Botany I	BIO 1313
College Algebra	MAT 1313
American National	
Government	PSC 1113
Physical Education	1
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Botany II	BIO 1323
*Math	3
Oral Communication ..	SPT 1113
Physical Education	1
Total	17 hrs.

Second Year

Because of the large number of majors available in agriculture, it is not feasible to suggest a core curriculum for the sophomore year. Students should select a minimum of 30 semester hours using a senior college catalog as a guide.

*MAT 1323 - Trigonometry or MAT 1333 - Finite Math.

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COURSE II

Forestry and Wildlife

First Year

First Semester

English	
Composition I	ENG 1113
College Algebra	MAT 1313
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Botany I	BIO 1313
Social Science	3
Physical Education	1
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Trigonometry	MAT 1323
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Botany II	BIO 1323
Social Science	3
Physical Education	1
Total	17 hrs.

Second Year

First Semester

General	
Physics I	PHY 2414
Principles of	
Economics I	ECO 2113
Calculus I A	MAT 1613
*Organic Chemistry I	
or elective	CHE 2424
Total	14 hrs.

Second Semester

Principles of	
Economics II	ECO 2123
Dendrology	BIO 2313
Oral	
Communication	SPT 1113
Zoology I	BIO 2414
Humanities	
elective	3
Total	16 hrs.

*CHE 2424 required for Wildlife Option. Forestry majors should consult catalog before selecting electives.

Forestry and Wildlife majors must complete a special, eight-week summer session between the sophomore and junior years. Completion of the special summer session is prerequisite to enrollment in junior level professional courses in forestry. Transfer students should contact the forestry department at Mississippi State University during the month of February preceding completion of their fourth semester of college in order to arrange for attending the summer session.

COURSE III
Liberal Arts Core Curriculum

First Year

First Semester

English	
Composition I ENG 1113	
Foreign Language	3
Math or Science	(3 or 4)
Oral Communication, Art or	
Music Appreciation	3
American National Government	
or Introduction to	
Sociology	3
Physical Education	1
Total	16 or 17 hrs.

Second Semester

English	
Composition II..... ENG 1123	
Foreign Language	3
Math or Science	(3 or 4)
Oral Communication, Art or	
Music Appreciation	3
American National Government	
or Introduction to	
Sociology	3
Physical Education	1
Total	16 or 17 hrs.

Second Year

First Semester

Literature	3
Foreign Language	3
Principles of	
Economics I..... ECO 2113	
History	3
Math or Science	(3 or 4)
Total	15 or 16 hrs.

Second Semester

Literature	3
Foreign Language	3
General	
Psychology I..... PSY 1513	
History	3
Math or Science	(3 or 4)
Total	15 or 16 hrs.

Some universities require two semester sequences in mathematics, natural sciences, and social sciences. Students should check the university catalog for proper course selection.

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COURSE IV
Respiratory Therapist

First Year

First Semester

English	
Composition I	ENG 1113
College Algebra	MAT 1313
General Chemistry I ..	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Zoology I	BIO 2414
General	
Psychology I	PSY 1513
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Trigonometry	MAT 1323
*Zoology II	BIO 2424
General Chemistry II ..	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Oral Communication ..	SPT 1113
Total	17 hrs.

Second Year

First Semester

Human Anatomy and	
Physiology I	BIO 2513
Microbiology	BIO 2924
General Physics I	PHY 2414
Electives	5
Total	16 hrs.

Second Semester

Human Anatomy and	
Physiology II	BIO 2523
**Psychosocial	
Electives	6
Electives	6
Total	15 hrs.

*Recommended elective.

**To be selected from Sociology, Economics, Political Science, History, or Geography.

This program is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. The course of study at the Medical Center is a four-year, baccalaureate degree program that requires 65 hours of prerequisite coursework. Students graduating from this program will be awarded a Bachelor of Science degree in Respiratory Therapy and will be eligible to take the registry examination administered by the National Board for Respiratory

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COURSE V *Criminal Justice

First Year

First Semester

English
Composition I ENG 1113
Botany I..... BIO 1313
Art Appreciation..... ART 1113
Oral Communication.. SPT 1113
College Algebra MAT 1313
Physical Education..... 1
Total 16 hrs.

Second Semester

English
Composition II..... ENG 1123
Zoology I..... BIO 2414
General
Psychology I..... PSY 1513
First Aid HPR 2213
Mathematics or
Philosophy 3
Physical Education..... 1
Total 17 hrs.

Second Year

First Semester

Literature 3
Electives 4
American National
Government..... PSC 1113
History 3
Introduction
to Sociology SOC 2113
Total 16 hrs.

Second Semester

Literature 3
Electives 6
History 3
Marriage and
Family SOC 2143
Total 15 hrs.

*Foreign Language may be substituted into this curriculum.

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COURSE VI
*Social Work

First Year

First Semester

English	
Composition I	ENG 1113
Foreign Language	3
Western	
Civilization I	HIS 1113
College Algebra	MAT 1313
American National	
Government	PSC 1113
Physical Education	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Foreign Language	3
Western	
Civilization II	HIS 1123
General	
Psychology I	PSY 1513
Introduction	
to Sociology	SOC 2113
Physical Education	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Foreign Language	3
Fine Arts	3
Science	3
Principles of	
Economics I	ECO 2113
Elective	1
Total	16 hrs.

Second Semester

Literature	3
Foreign Language	3
Marriage and Family .	SOC 2143
Science	3
Oral Communication ..	SPT 1113
Elective	1
Total	16 hrs.

*Foreign language requirement optional at some universities.

Several of the senior colleges are now offering a B.A. degree in social work. The course outlined above meets the first two years of the work required for the degree.

Positions are available for persons seeking employment in this field of study with the Department of Public Welfare, Department of Public Health, Girl Scouts, Boy Scouts, YMCA and YWCA, Red Cross, church affiliated welfare programs, schools for retarded children, community action programs, and other like organizations.

COURSE VII Dental Hygiene

First Year

First Semester

English
 Composition IENG 1113
 General
 Chemistry I.....CHE 1213
 Zoology I.....BIO 2414
 Human Anatomy and
 Physiology I.....BIO 2513
 Electives3
 Total 16 hrs.

Second Semester

English
 Composition II.....ENG 1123
 Human Anatomy and
 Physiology II.....BIO 2523
 General
 Psychology I.....PSY 1513
 Introduction to
 SociologySOC 2113
 Oral
 Communication.....SPT 1113
 Total 15 hrs.

Designed to fulfill the entrance requirements of the School of Health Related Professions at the University of Mississippi Medical Center. This program requires two additional academic years at the Medical Center. Students who satisfactorily complete the course will receive a certificate in dental hygiene from the University of Mississippi at the Medical Center and will be eligible to take national and state board examinations for licensure as registered dental hygienists.

HOLMES JUNIOR COLLEGE

COURSE VIII
Biological Science

First Year

First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Botany I	BIO 1313
Foreign Language	3
College Algebra	MAT 1313
Physical Education	1
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Botany II	BIO 1323
Foreign Language	3
Trigonometry	MAT 1323
Physical Education	1
Total	17 hrs.

Second Year

First Semester

Organic	
Chemistry I	CHE 2424
Foreign Language	3
Zoology I	BIO 2414
Microbiology	BIO 2924
Total	15 hrs.

Second Semester

Organic	
Chemistry II	CHE 2434
Foreign Language	3
Zoology II	BIO 2424
Literature	3
Elective	1
Total	15 hrs.

COURSE IX
Pre-Medical and Pre-Dental

First Year

First Semester

English	
Composition I	ENG 1113
General Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
College Algebra	MAT 1313
Zoology I	BIO 2424
Foreign Language	3
Physical Education	1
Total	18 hrs.

Second Semester

English	
Composition II	ENG 1123
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Trigonometry	MAT 1323
Zoology II	BIO 2424
Foreign Language	3
Physical Education	1
Total	18 hrs.

Second Year

First Semester

Organic Chemistry I..	CHE 2424
General Physics I.....	PHY 2414
Literature	3
Foreign Language	3
Total	14 hrs.

Second Semester

Organic	
Chemistry II	CHE 2434
General Physics II	PHY 2424
Literature	3
Foreign Language	3
Total	14 hrs.

HOLMES JUNIOR COLLEGE

COURSE X
Pre-Pharmacy

First Year

First Semester

English
 Composition I ENG 1113
 General Chemistry I . CHE 1213
 General Chemistry
 Laboratory I CHE 1211
 College Algebra MAT 1313
 Principles of
 Economics I ECO 2113
 Introduction to
 Sociology SOC 2113
 Total 16 hrs.

Second Semester

English
 Composition II ENG 1123
 General Chemistry II. CHE 1223
 General Chemistry
 Laboratory II CHE 1221
 Trigonometry MAT 1323
 *Principles of
 Economics II ECO 2123
 Zoology I BIO 2414
 Total 17 hrs.

Second Year

First Semester

Organic Chemistry I.. CHE 2424
 General Physics I..... PHY 2414
 Botany I..... BIO 1313
 Microbiology..... BIO 2924
 Elective 1
 Total 16 hrs.

Second Semester

Organic
 Chemistry II CHE 2434
 General Physics II PHY 2424
 *American National
 Government..... PSC 1113
 *Oral
 Communication..... SPT 1113
 Elective 1
 Total 15 hrs.

*Suggested electives.

COURSE XI
Pre-Veterinary

First Year

First Semester

English
Composition I ENG 1113
General
Chemistry I CHE 1213
General Chemistry
Laboratory I CHE 1211
College Algebra MAT 1313
Zoology I BIO 2414
Western Civilization
I HIS 1113
Total 17 hrs.

Second Semester

English
Composition II ENG 1123
General
Chemistry II CHE 1223
General Chemistry
Laboratory II CHE 1221
Trigonometry MAT 1323
Botany I BIO 1313
American National
Government PSC 1113
Total 16 hrs.

Second Year

First Semester

Organic
Chemistry I CHE 2424
General Physics I PHY 2414
Oral Communication .. SPT 1113
Microbiology BIO 2924
Total 15 hrs.

Second Semester

Organic
Chemistry II CHE 2434
General Physics II 2424
General
Psychology I PSY 1513
Electives 5
Total 16 hrs.

HOLMES JUNIOR COLLEGE

COURSE XII *Medical Technology

First Year

First Semester

English Composition I	ENG 1113
General Chemistry I	CHE 1213
General Chemistry Laboratory I	CHE 1211
College Algebra	MAT 1313
Introduction to Sociology	SOC 2113
Zoology I	BIO 2414
Total	17 hrs.

Second Semester

English Composition II	ENG 1123
General Chemistry II	CHE 1223
General Chemistry Laboratory II	CHE 1221
Trigonometry	MAT 1323
General Psychology I	PSY 1513
Zoology II	BIO 2424
Total	17 hrs.

Second Year

First Semester

Organic Chemistry I	CHE 2424
General Physics I	PHY 2414
Human Anatomy and Physiology I	BIO 2513
Microbiology	BIO 2924
Total	15 hrs.

Second Semester

Organic Chemistry II	CHE 2434
Humanities	3
History	3
Human Anatomy and Physiology II	BIO 2523
Elective	3
Total	16 hrs.

*Designed to fulfill the lower division requirements of the School of Health Related Professions at the Mississippi Medical Center.

COURSE XIII
Medical Record Administration

First Year

First Semester

English	
Composition I	ENG 1113
Zoology I	BIO 2414
Intermediate	
Algebra	MAT 1233
General Chemistry I .	CHE 1213
Electives	3
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Zoology II	BIO 2424
College Algebra	MAT 1313
General Chemistry II.	CHE 1223
Electives	3
Total	17 hrs.

Second Year

First Semester

Literature	3
General	
Psychology I.....	PSY 1513
*Typing	3
**Microbiology.....	BIO 2924
Human Anatomy and	
Physiology I.....	BIO 2513
Total	16 hrs.

Second Semester

Literature	3
Oral Communication..	SPT 1113
*Typing	3
**Business	
Communications ...	TBO 2613
Human Anatomy and	
Physiology II.....	BIO 2523
Total	15 hrs.

This program is designed to transfer to the School of Health Related Professions at the Mississippi Medical Center. Students will be required to take an introductory course in data processing during a summer session between the freshman and sophomore years.

*Optional. Typing proficiency required.

**Suggested Electives.

HOLMES JUNIOR COLLEGE

COURSE XIV

*Nursing

First Year

First Semester

English	
Composition I	ENG 1113
Zoology I	BIO 2414
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Oral	
Communication	SPT 1113
Introduction to	
Sociology	SOC 2113
Total	17 hrs.

Second Semester

General	
Psychology I	PSY 1513
English	
Composition II	ENG 1123
Zoology II	BIO 2424
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
College	
Algebra	MAT 1313
Total	17 hrs.

Second Year

First Semester

Child	
Psychology	EPY 2513
Human Anatomy and	
Physiology I	BIO 2513
Literature	3
Microbiology	BIO 2924
History elective	3
Total	16 hrs.

Second Semester

Human Anatomy and	
Physiology II	BIO 2523
**Restricted	
Elective	3
Adolescent	
Psychology	EPY 2523
Marriage and Family .	SOC 2143
History elective	3
Total	15 hrs.

*Designed to fulfill the lower division requirements of the School of Nursing at the Mississippi Medical Center. This is a baccalaureate degree program.

**Select from Economics, Geography, or Political Science.

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COURSE XV Nursing, ADN

Grenada Center

First Year

First Semester

English
Composition I ENG 1113
Anatomy and
Physiology I BIO 1514
General
Psychology I PSY 1513
Fundamentals of
Nursing NUR 1117
Total 17 hrs.

Second Semester

English
Composition II ENG 1123
Anatomy and
Physiology II BIO 1524
Human Growth
and Development ... EPY 2533
Adult-Child
Nursing I NUR 1128
Total 18 hrs.

Summer Session

Psychiatric/Mental Health Nursing NUR 2135
Total 5 hrs.

Second Year

First Semester

Microbiology BIO 2924
Introduction to
Sociology SOC 2113
Maternal-Child
Nursing NUR 2148
Total 15 hrs.

Second Semester

Oral Communication .. SPT 1113
Adult-Child
Nursing II NUR 2158
Management
and Career
Development NUR 2162
Total 13 hrs.

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and Academic Dean.

HOLMES JUNIOR COLLEGE

COURSE XVI
*Physical Therapy

First Year

First Semester

English	
Composition I	ENG 1113
General Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
College Algebra	MAT 1313
Zoology I	BIO 2414
Foreign Language	3
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
General Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Trigonometry	MAT 1323
Zoology II	BIO 2424
General	
Psychology I	PSY 1513
Total	17 hrs.

Second Year

First Semester

Literature	3
General Physics I	PHY 2414
Human Anatomy and	
Physiology I	BIO 2513
Elective	3
Oral Communication	SPT 1113
Total	16 hrs.

Second Semester

Adolescent	
Psychology	EPY 2523
**Restricted Elective	3
Human Anatomy and	
Physiology II	BIO 2523
General Physics II	PHY 2424
Art Appreciation	ART 1113
Total	16 hrs.

*Designed to fulfill the lower division requirements of the School of Health Related Professions at the University of Mississippi Medical Center. Students who plan on attending another educational institution should follow the requirements of that school.

**Select from Sociology, Economics, History, or Government.

COURSE XVII
Engineering Technology

First Year

First Semester

English
Composition I ENG 1113
General
Chemistry I..... CHE 1213
General Chemistry
Laboratory I..... CHE 1211
Graphic
Communications ... GRA 1142
College Algebra MAT 1313
Oral Communication.. SPT 1113
Elective 1
Total 16 hrs.

Second Semester

English
Composition II..... ENG 1123
General
Chemistry II CHE 1223
General Chemistry
Laboratory II CHE 1221
Visualization and
Graphic Design GRA 1152
Trigonometry MAT 1323
Elective 1
General
Psychology I..... PSY 1513
Total 16 hrs.

Second Year

First Semester

Principles of
Economics I..... ECO 2113
General Physics I..... PHY 2414
Calculus 1A MAT 1613
Introduction to
Sociology SOC 2113
Elective 3
Total 16 hrs.

Second Semester

Principles of
Economics II..... ECO 2123
General Physics II PHY 2424
Calculus IIA MAT 1623
Electives 6
Total 16 hrs.

HOLMES JUNIOR COLLEGE

COURSE XVIII
Pre-Architecture

First Year

First Semester

English

Composition I ENG 1113

Drawing I ART 1313

College Algebra MAT 1313

General

Psychology I PSY 1513

Western Civilization I.. HIS 1113

Total 15 hrs.

Second Semester

English

Composition II..... ENG 1123

Drawing II ART 1323

Trigonometry MAT 1323

Introduction to

Sociology SOC 2113

Elective 3

Total 15 hrs.

The Pre-Architecture curriculum is designed to meet the requirements of the pre-professional program at Mississippi State University. ARC 1114-1124 may be taken during the summer terms thereby allowing a student to enter second year design ARC 1515; in the fall of his/her second year.

COURSE XIX **+ Engineering**

First Year

First Semester

English
Composition I ENG 1113
General
Chemistry I CHE 1213
General Chemistry
Laboratory I CHE 1211
Graphic
Communications I . GRA 1142
American (U.S.)
History I HIS 2213
Calculus IA MAT 1613
Physical Education 1
Total 16 hrs.

Second Semester

American National
Government PSC 1113
General
Chemistry II CHE 1223
General Chemistry
Laboratory II CHE 1221
Visualization and Graphic
Design GRA 1152
Calculus IIA MAT 1623
Physical Education 1
English
Composition II ENG 1123
Total 16 hrs.

Second Year

First Semester

Physics I PHY 2414
Calculus IIIA MAT 2613
Literature 3
Differential
Equations MAT 2913
+ Principles of
Economics I ECO 2113
Total 16 hrs.

Second Semester

Physics II PHY 2424
Calculus IVA MAT 2623
Engineering
Mechanics EGR 2413
+ Electives 6
Total 16 hrs.

+ Check senior college catalog for proper course. Where Organic Chemistry is required Economics I will not be taken.

HOLMES JUNIOR COLLEGE

COURSE XX
Art Education

First Year

First Semester

English	
Composition I	ENG 1113
History	3
Drawing I	ART 1313
Design I	ART 1413
Botany I	BIO 1313
Physical Education	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
History	3
Drawing II	ART 1323
Design II	ART 1423
Mathematics	3
Physical Education	1
Total	16 hrs.

Second Year

First Semester

Literature	3
*Social Science	
Elective	3
Drawing III	ART 2313
Personal and Community	
Health I	HPR 1213
General	
Psychology I	PSY 1513
Total	15 hrs.

Second Semester

Literature	3
Adolescent	
Psychology	EPY 2523
Drawing IV	ART 2323
Painting I	ART 2513
Oral Communication ..	SPT 1113
Elective	1
Total	16 hrs.

*Select from Economics, Political Science, or Sociology.

COURSE XXI
Elementary Education

First Year

First Semester

English	
Composition I	ENG 1113
History	3
The Real	
Number System	MAT 1723
Zoology I	BIO 2414
World Geography	GEO 1113
Physical Education	1
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
History	3
Geometry, Measurement	
and Probability	MAT 1733
Botany I.....	BIO 1313
General	
Psychology I.....	PSY 1513
Physical Education	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Child	
Psychology	EPY 2513
Personal and Community	
Health I	HPR 1213
Physical Science	
Survey I.....	PHY 2213
Fine Arts	3
Elective	1
Total	16 hrs.

Second Semester

Literature	3
Oral Communication..	SPT 1113
Physical Science	
Survey II	PHY 2223
*Social Science	
Elective	3
Elective	3
Total	15 hrs.

*Select from Economics, Political Science or Sociology.

HOLMES JUNIOR COLLEGE

COURSE XXII

Secondary Education
Music—Instrument Majors

First Year

First Semester

English

Composition I	ENG 1113
Music Theory I	MUS 1214
Music Literature I	MUS 2413
Major Instrument I	2
Class Piano I	MUA 1511
Band I	MUO 1111
Oral Communication ..	SPT 1113
Total	17 hrs.

Second Semester

English

Composition II	ENG 1123
Music Theory II	MUS 1224
Music History I	MUS 2312
Major Instrument II	2
Class Piano II	MUA 1521
Band II	MUO 1121
*Social Science Elective	3
Elective	1
Total	17 hrs.

Second Year

First Semester

Literature	3
Music Theory III	MUS 2214
Major Instrument III	2
Class Piano III	MUA 2511
Band III	MUO 2111
History	3
General	
Psychology I	PSY 1513
Total	17 hrs.

Second Semester

Literature	3
Music Theory IV	MUS 2224
Major Instrument IV	2
Class Piano IV	MUA 2521
Band IV	MUO 2121
History	3
Adolescent	
Psychology	EPY 2523
Total	17 hrs.

Participation in Band is required each semester. Instrumental majors are required to earn 64 semester hours in addition to Band. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Select from Economics, Political Science, or Sociology

COURSE XXIII
Secondary Education
Music—Piano Majors

First Year

First Semester

English	
Composition I	ENG 1113
Music Theory I	MUS 1214
Music Literature I	MUS 2413
Piano for Music	
Majors I	MUA 1573
Class Voice I	MUA 1711
Oral Communication ..	SPT 1113
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Music Theory II	MUS 1224
Music History I	MUS 2312
Piano for Music	
Majors II	MUA 1583
Class Voice II	MUA 1721
*Social Science	
Elective	3
Total	16 hrs.

Second Year

First Semester

Literature	3
Music Theory III	MUS 2214
Piano for Music	
Majors III	MUA 2573
History	3
General	
Psychology I	PSY 1513
Total	16 hrs.

Second Semester

Literature	3
Music Theory IV	MUS 2224
Piano for Music	
Majors IV	MUA 2583
History	3
Adolescent	
Psychology	EPY 2523
Total	16 hrs.

Piano majors are required to earn 64 semester hours in addition to Band or Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Select from Economics, Political Science, or Sociology.

HOLMES JUNIOR COLLEGE

COURSE XXIV
Secondary Education
Music—Voice Majors

First Semester

English	
Composition I	ENG 1113
Music Theory I	MUS 1214
Music Literature I	MUS 2413
Voice for Music Education	
Majors I	MUA 1772
Class Piano I	MUA 1511
Choir I	MUO 1211
Oral Communication ..	SPT 1113
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Music Theory II	MUS 1224
Music History I	MUS 2312
Voice for Music Education	
Majors II	MUA 1782
Class Piano II	MUA 1521
Choir II	MUO 1221
*Social Science Elective	3
Elective	1
Total	17 hrs.

Second Year

First Semester

Literature	3
Music Theory III	MUS 2214
Voice for Music Education	
Majors III	MUA 2772
Class Piano III	MUA 2511
Choir III	MUO 2211
History	3
General	
Psychology I	PSY 1513
Total	17 hrs.

Second Semester

Literature	3
Music Theory IV	MUS 2224
Voice for Music Education	
Majors IV	MUA 2782
Class Piano IV	MUA 2521
Choir IV	MUO 2221
History	3
Adolescent	
Psychology	EPY 2523
Total	17 hrs.

Participation in Choir is required each semester. Voice majors are required to earn 64 semester hours in addition to Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Select from Economics, Political Science, or Sociology.

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COURSE XXV

Secondary Education

English, Social Science, and Library Science

First Year

First Semester

English	
Composition I	ENG 1113
Western	
Civilization I	HIS 1113
World Geography (GEO 1113	
or Introduction to	
Sociology (SOC 2113).....	3
General	
Psychology I.....	PSY 1513
Mathematics	3
Physical Education.....	1
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Western	
Civilization II	HIS 1123
Fine Arts	3
Oral Communication..	SPT 1113
Adolescent	
Psychology.....	EPY 2523
Physical Education.....	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Physical Science	
Survey I.....	PHY 2213
Elective	1
American History I	HIS 2213
American National	
Government.....	PSC 1113
Math or Science	
Elective	3
Total	16 hrs.

Second Semester

Literature	3
Botany I.....	BIO 1313
American History II....	HIS 2223
Personal and Community	
Health I	HPR 1213
Electives	4
Total	16 hrs.

HOLMES JUNIOR COLLEGE

COURSE XXVI
Secondary Education
Physical Education

First Year

First Semester

English	
Composition I	ENG 1113
History	3
Mathematics	3
Introduction to Health, Physical Education and Recreation	HPR 1313
General	
Psychology I	PSY 1513
Basketball, Stunts and Tumbling	HPR 1511
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
History	3
Personal and Community Health I	HPR 1213
First Aid	HPR 2213
Oral Communication ..	SPT 1113
Volleyball and Softball	HPR 1521
Total	16 hrs.

Second Year

First Semester

Literature	3
Zoology I	BIO 2414
Physical Science Survey I	PHY 2213
Recreational Leadership	HPR 2323
*Social Science Elective	3
Paddle Tennis and Square Dance	HPR 1531
Total	17 hrs.

Second Semester

Literature	3
Math or Science Elective	3
Physical Science Survey II	PHY 2223
Fine Arts	3
Adolescent Psychology	EPY 2523
Badminton and Tennis	HPR 1541
Total	16 hrs.

Physical Education majors are required to take the activities courses even though participating in varsity sports.

*Select from Economics, Political Science, or Sociology.

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COURSE XXVII Secondary Education + Science Majors—Biology

First Year

First Semester

English	
Composition I	ENG 1113
College Algebra	MAT 1313
General Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
History	3
Botany I	BIO 1313
Physical Education	1
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Trigonometry	MAT 1323
General Chemistry II	CHE 1223
General Chemistry	
Laboratory I	CHE 1221
History	3
Botany II	BIO 1323
Physical Education	1
Total	17 hrs.

Second Year

First Semester

Literature	3
Zoology	BIO 2414
Social Science	3
General	
Psychology I	PSY 1513
Fine Arts	3
Total	16 hrs.

Second Semester

Literature	3
Zoology II	BIO 2424
Social Science	3
Adolescent	
Psychology	EPY 2523
Personal and Community	
Health I	HPR 1213
Total	16 hrs.

+ By proper substitution into the above course outline, a student may meet the lower division requirements for teacher certification in Chemistry, Physics, Combined Science, General Science, or Earth Science.

HOLMES JUNIOR COLLEGE

COURSE XXVIII
Secondary Education
Mathematics Majors

First Year

First Semester

English	
Composition I	ENG 1113
College Algebra	MAT 1313
History	3
Fine Arts	3
Biological Science.....	3
Physical Education.....	1
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Trigonometry	MAT 1323
History	3
Oral Communication..	SPT 1113
Biological Science.....	3
Physical Education.....	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Calculus IA	MAT 1613
General	
Psychology I.....	PSY 1513
Personal and Community	
Health I	HPR 1213
+ Physical Science.....	3 or 4
Total	16 hrs.

Second Semester

Literature	3
Calculus IIA	MAT 1623
Adolescent	
Psychology.....	EPY 2523
American National	
Government.....	PSC 1113
+ Physical Science.....	3 or 4
Total	16 hrs.

+ PHY 2414 and PHY 2424 are suggested to meet the physical science requirements.

COURSE XXIX
Secondary Education
Business Education

First Year

First Semester

English	
Composition I	ENG1113
General	
Psychology I	PSY 1513
History	3
Modern	
Mathematics	MAT 1743
Music Appreciation (MUS 1113)	
or Art Appreciation ART 1113	
Physical Education	1
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Adolescent	
Psychology.....	PY 2523
History	3
Principles of	
Accounting I	ACC 1213
American National	
Government.....	PSC 1113
Physical Education	1
Total	16 hrs.

Second Year

First Semester

Principles of	
Accounting II	ACC 1223
Principles of	
Economics I.....	ECO 2113
Elective	1
Botany I.....	BIO 1313
Literature	3
Survey I.....	PHY 2213
Total	16 hrs.

Second Semester

Oral Communication..	SPT 1113
Personal and Community	
Health I	HPR 1213
Elective	1
Zoology I.....	BIO 2414
Literature	3
Physical Science	
Survey II.....	PHY 2223
Total	17 hrs.

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COURSE XXX
Secondary Education
Industrial Arts

First Year

First Semester

English	
Composition I	ENG 1113
Engineering	
Drawing I	GRA 1112
Woodwork I	IED 1213
Physical Science	
Survey I	PHY 2213
Mathematics	
or History and	
Appreciation of the	
Artcrafts (IED 2413)	3
Physical Education	1
Total	15 hrs.

Second Semester

English	
Composition II	ENG 1123
Engineering	
Drawing II	GRA 1122
Woodwork II	IED 1223
Mathematics	
or History and	
Appreciation of the	
Artcrafts (IED 2413)	3
Oral Communication ..	SPT 1113
Physical Education	1
Total	15 hrs.

Second Year

First Semester

General Metal Work	IED 2313
Literature	3
History	3
General	
Psychology I	PSY 1513
American National	
Government	PSC 1113
Elective	1
Total	16 hrs.

Second Semester

Forging and Welding ..	IED 2323
Literature	3
History	3
Personal and Community	
Health I	HPR 1213
Adolescent	
Psychology	EPY 2523
Biological	
Science	(3 or 4)
Total	18 or 19 hrs.

COURSE XXXI
Industrial Technology

First Year

First Semester

English
Composition I ENG 1113
Engineering
Drawing I GRA 1112
Woodwork I IED 1213
College Algebra MAT 1313
General
Psychology I PSY 1513
Physical Education 1
Total 15 hrs.

Second Semester

English
Composition II ENG 1123
Engineering
Drawing II GRA 1122
Woodwork II IED 1223
Trigonometry MAT 1323
American National
Government PSC 1113
Physical Education 1
Total 15 hrs.

Second Year

First Semester

General Physics I PHY 2414
General
Chemistry I CHE 1213
General Chemistry
Laboratory I CHE 1211
Calculus IA MAT 1613
General Metal Work IED 2313
History 3
Total 17 hrs

Second Semester

General Physics II PHY 2424
General
Chemistry II CHE 1223
General Chemistry
Laboratory II CHE 1221
Principles of
Economics II ECO 2123
Forging and Welding .. IED 2323
Oral Communication .. SPT 1113
Total 17 hrs.

HOLMES JUNIOR COLLEGE
COURSE XXXII
Business and Commerce

First Year

First Semester

English	
Composition I	ENG 1113
History	3
Behavioral	
Science	3
College Algebra	MAT 1313
Oral Communication (SPT 1113)	
or American National	
Government.....	PSC 1113
Physical Education.....	1
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
History	3
Fine Arts	3
Finite Mathematics...	MAT 1333
American National	
Government (PSC 1113)	
or Oral	
Communication.....	SPT 1113
Physical Education.....	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Science	3
Principles of	
Economics I.....	ECO 2113
Business Law I	BAD 2413
Principles of	
Accounting I	ACC 1213
Elective	1
Total	16 hrs.

Second Semester

Literature	3
Science	3
Principles of	
Economics II.....	ECO 2123
Business	
Statistics	BAD 2323
Principles of	
Accounting II	ACC 1223
Elective	1
Total	16 hrs.

TECHNICAL EDUCATION

The programs of study set forth on the following pages are designed to lead to the Associate of Applied Science Degree from this college. They are designed for the student who desires to go to work upon completion of two years of college. These programs are referred to as terminal programs. They are not designed for transfer.

Students applying for admission in Technical Education must meet the same admission requirements as other college students. Although all courses offered in every program are college-level courses, most programs contain some courses which will not apply toward a bachelor's degree.

The student who completes the requirements for the Associate of Applied Science Degree is prepared to enter employment at the level of the semi-professional or technician. The demand for trained people at this level is very great, and it is expected to become greater.

TECHNICAL EDUCATION PROGRAMS**Business and Office Technology**

- (a) Accounting Clerk—One-Year Certificate
- (b) Clerk Typist—One-Year Certificate
- (c) Secretarial—One-Year Certificate
- and/or Associate of Applied Science Degree

Data Processing**Drafting and Design****Architectural Design and Construction****Child Care****Radio and Television Broadcasting****Banking and Finance**

HOLMES JUNIOR COLLEGE

COURSE XXXIII

Business and Office Technology

First Year

(a) Accounting Clerk

First Semester

English	
Composition I	ENG 1113
Secretarial	
Accounting	TAC 1114
Records	
Management.....	TBO 1313
Office Machines.....	TBO 1513
*Typewriting	3
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Oral Communication..	SPT 1113
Business	
Communications ...	TBO 2613
Typewriting.....	3
Principles of	
Management.....	TBA 2513
Data Entry and File	
Manipulation.....	TDP 1112
Total	17 hrs.

(b) Clerk Typist

First Semester

English	
Composition	ENG 1113
Typewriting.....	3
Office Machines.....	TBO 1513
Records	
Management.....	TBO 1313
Reading.....	2
Total	14 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Typewriting.....	3
Office Appliances.....	TBO 2523
Business	
Communication.....	TBO 2613
Oral Communication..	SPT 1113
Secretarial Practice..	TBO 1413
Total	18 hrs.

(c) Secretarial Option

First Semester

English	
Composition I	ENG 1113
*Typewriting	3
Office Machines.....	TBO 1513
Reading.....	2
**Elective	3
Records	
Management.....	TBO 1313
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Typewriting.....	3
Intermediate	
Shorthand II.....	TBO 2223
Office Appliances.....	TBO 2523
Secretarial Practice..	TBO 1413
Data Entry and File	
Manipulation.....	TDP 1112
Total	17 hrs.

Second Year

(Secretarial Only)

First Semester

Secretarial	
Accounting	TAC 1114
Oral Communication ..	SPT 1113
Advanced	
Shorthand III	TBO 3233
Typewriting	3
Business Law I	TBA 2413
Total	16 hrs.

Second Semester

Principles of	
Management	TBA 2513
Dictation and Transcription	
IV or restricted elective	3
Business	
Communications ...	TBO 2613
Secretarial	
Practicum	TBO 4713
Elective	3
Total	15 hrs.

*Students with a year of high school typewriting normally schedule the intermediate level course. If these students elect (with the approval of the Academic Dean) to schedule the elementary level course, the credit earned may be applied toward a one-year Certificate or a two-year Certificate of Graduation only. The credit would not apply toward an Associate of Applied Science degree.

*Students who do not have one unit of high school shorthand are required to schedule TBO 1213 - Elementary Shorthand I.

A student who successfully completes the Accounting Clerk program is prepared to perform a variety of calculating, book-keeping, and typewriting duties necessary for initial employment in positions such as accounts payable or accounts receivable clerk, abstract examination clerk, or tax record clerk.

A student who successfully completes the Clerk-Typist program is prepared to fill general clerical positions in which skills such as typewriting, filing, and machine calculation are required.

A student who successfully completes the One-Year Secretarial curriculum is trained to enter the business world as a receptionist, general clerical employee, or stenographer.

A student who successfully completes the Two-Year Secretarial curriculum is competent to schedule appointments, give information to callers, handle mail, take dictation, act as an office hostess, and otherwise relieve officials of minor administrative and business details.

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COURSE XXXIV
Data Processing

First Year

First Semester

English	
Composition I	ENG 1113
College Algebra	MAT 1313
Data Entry	TDP 1112
Introduction to Data Processing.....	TDP 1115
Oral	
Communication	SPT 1113
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Business	
Mathematics	BAD 1313
System Fundamentals with RPG	TDP 2115
Principles of Management.....	TBA 2513
Principles of Digital Hardware.....	TDP 2121
Total	15 hrs.

Second Year

First Semester

Business Law I	TBA 2413
Computer Business Applications.....	TDP 3115
Computer Operations.....	TDP 3124
Principles of Accounting I	ACC 1213
Total	15 hrs.

Second Semester

Business	
Communications ...	TBO 2613
Accounting Practice Case	ACC 1211
Principles of Accounting II	ACC 1223
Other Programming and Language Applications.....	TDP 4213
Systems Analysis and Design	TDP 4224
Advanced Programming	TDP 4234
Total	18 hrs.

This program is designed to develop a business-oriented individual trained to perform such jobs as data entry operators, computer operators, or programmers. Advancement possibilities would include the following positions: data processing managers, custom engineers, systems analysts, or other managerial positions.

Throughout the program, students are confronted with simulated projects and problems that are prevalent in today's business operations. An individual will learn to analyze a business problem and formulate the solution to the problem using electronic data processing application training.

COURSE XXXV
Drafting and Design Technology

First Year

First Semester

English	
Composition I	ENG 1113
Fundamentals of	
Drafting	TGR 1113
Technical	
Mathematics I	TMA 1113
Computational	
Methods	TEG 1113
Physics	TPH 3123
Reading.....	2
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Descriptive	
Geometry	TGR 2123
Technical	
Mathematics II	TMA 2123
Physics	TPH 4123
Machine Drafting.....	TGR 2135
Total	17 hrs.

Second Year

First Semester

Structural Drafting	TGR 4165
Architectural	
Drafting	TGR 3155
*Cost and	
Estimating I	TBC 3143
Statics and Strength	
of Materials	TEG 3133
Total	16 hrs.

Second Semester

Electrical-Piping-Sheet	
Metal Drafting	TGR 3145
Map and Topographic	
Drawing.....	TGR 4174
Industrial	
Psychology.....	TPY 2113
Surveying	TEG 4143
Oral Communication..	SPT 1113
Total	18 hrs.

*ECO 2113 or ART 1313 may be substituted at the advisor's discretion.

An instructional program that prepares individuals to assist mechanical, electrical and electronic, architectural, chemical, civil, or other engineers in the design and drafting of electrical circuits, machines, structures, weldments, or architectural plans. Includes instruction in the preparation of engineering plans, layouts, and detailed drawings according to conventional projection principles and techniques or as specified; preparation of charts, graphs, or diagrams; model making; and the use of handbook data germane to design and drafting in various engineering fields.

HOLMES JUNIOR COLLEGE

COURSE XXXVI

Architectural Design and Construction Technology

First Year

First Semester

English	
Composition I	ENG 1113
Technical	
Mathematics I	TMA 1113
Methods and	
Materials	TBC 1133
Fundamentals	
of Drafting	TGR 1113
Computational	
Methods	TEG 1113
Welding	
Applications.....	TBC 1142
Total	17 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Technical	
Mathematics II	TMA 2123
Construction Planning	
and Scheduling.....	TBC 2173
Construction Blueprint	
Reading.....	TBC 1123
Introduction to	
Plumbing.....	TBC 2183
Descriptive	
Geometry	TGR 2123
Total	18 hrs.

Second Year

First Semester

Architectural	
Drafting	TGR 3155
Cost and	
Estimating I	TBC 3143
Electrical Wiring.....	TBC 3153
Introduction to	
Pipe Fitting.....	TBC 3213
Oral	
Communication.....	SPT 1113
Total	17 hrs.

Second Semester

Electrical-Piping-Sheet	
Metal Drafting	TGR 3145
Theory of Mechanical	
Systems	TBC 4113
Cost and	
Estimating II.....	TBC 4143
Elementary	
Surveying	TEG 4143
Total	14 hrs.

Construction Technology is concerned with the designing, supervision, and construction of homes, commercial buildings, and other building projects. Emphasis is placed on Architectural Technology, which offers such projects as building specifications and codes, blueprint reading, building design, cost and estimates.

Some of the many jobs available to persons trained in this field include: architectural and engineering draftsmen, junior engineering, general contractor's assistant, manager or salesman for building materials and lumber companies, appraiser and inspector, and estimator.

COURSE XXXVII
Child Care Technology

First Year

First Semester

English
Composition I ENG 1113
Art for Children TCC 1123
Child Development I. TCC 1154
Child Nutrition and Health
Care or Elective 3
*Elective.....2 or 3
Total 15 or 16 hrs.

Second Semester

English
Composition II..... ENG 1123
Music for Children.... TCC 2113
Child Development
II TCC 2154
First AidTTC 2111
Child Nutrition and Health
Care of Elective2 or 3
Marriage and Family. SOC 2143
Total 16 or 17 hrs.

Second Year

First Semester

Physical and Motor
Development for
Children TCC 3143
Methods and Materials for
Teaching Children. TCC 3153
Language Arts for
Children TCC 3133
Day Care and Kindergarten
Practicum I TCC 3124
*Elective.....3
Total 16 hrs.

Second Semester

Oral Communication..SPT 1113
Administration of Programs
for Young ChildrenTCC 4113
Teaching The Special
Child TCC 4123
Day Care and Kindergarten
Practicum II TCC 4114
*Elective.....3
Total 16 hrs.

*Electives are to be selected with the approval of the advisor.

An instructional program that generally prepares individuals for occupations in child care and guidance, foster care/family day care, and teacher assistance, often under the supervision of professional personnel. Includes instruction in child growth and development; nutrition; program planning and management; safety and behavior guidance; recreational and play activities; child abuse and neglect; parent-child personal relationships; learning experiences for children; inter-personal relationships; and laws, regulations, and policies relating to child-care services and maintenance of children's environments.

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COURSE XXXVIII

Radio and Television Broadcasting Technology

First Year

First Semester

English	
Composition I	ENG 1113
Reading.....	2
*Electives	2
Introduction to Radio	
and Television	TRT 1213
Radio and Television	
Writing I	TRT 1312
Radio Station	
Operations I.....	TRT 1414
Total	16 hrs.

Second Semester

English	
Composition II.....	ENG 1123
Reading.....	2
Electives	5
Radio and Television	
Writing II.....	TRT 2312
Radio Station	
Operations II.....	TRT 2414
Total	16 hrs.

Second Year

First Semester

Radio and Television	
Laboratory I	TRT 3512
Television	
Production I.....	TRT 3613
Mass	
Communications I ..	TRT 3712
Station	
Administration I.....	TRT 3812
Electives	7
Total	16 hrs.

Second Semester

Radio and Television	
Laboratory II	TRT 4512
Television	
Production II	TRT 4613
Mass	
Communications II..	TRT 4712
Station	
Administration II.....	TRT 4812
Electives	7
Total	16 hrs.

*Electives are to be selected with the approval of the advisor.

An instructional program that prepares individuals to support broadcast managers in the production of materials and the production and broadcasting of materials or programs. Includes instruction in the equipment, processes, and procedures used in producing and making radio or television broadcasts; various components, specialized equipment, and systems of devices employed in broadcast operations; electronic communication, both radio and television; script and program preparation; photographic and audiorecording of material to be broadcast; monitoring, modulating, and controlling the broadcast processes; and recording and storing broadcast materials.

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COURSE XXXIX

Banking and Finance Technology

General Education Courses

Principles of Accounting I	ACC 1213	English Composition I	ENG 1113
Principles of Accounting II	ACC 1223	English Composition II.....	ENG 1123
Business Law I	TBA 2413	General Psychology I.....	PSY 1513
Principles of Management.....	TBA 2513	Oral Communication (Speech).....	SPT 1113
Principles of Economics I.....	ECO 2113		

Total 27 hrs.

Banking and Finance Technology Courses

[These courses are taught only in the evening class program on a "need" basis.]

Principles of Banking.....	TBF 1113	Marketing for Bankers.....	TBF 2123
Money and Banking.....	TBF 1123	Bank Investments	TBF 2133
Analyzing Financial Statements	TBF 1113	Fundamentals of Bank Data Processing	TBF 2153
Bank Management.....	TBF 1143	*Technical Electives	9
Supervision and Personnel Administration	TBF 1173		
Business Mathematics	TBF 1193		
Credit Administration	TBF 2113		

Total 39 hrs.

*See Banking and Finance course descriptions. Foundations of Banking area, three (3) semester hours; Banking Functions area, six (6) semester hours.

Banking and Finance Technology is a technical program offered cooperatively by Holmes Junior College and the

American Institute of Banking (AIB). The college has signed a letter of understanding with AIB whereby credit earned in this curriculum will count toward both an Associate degree from Holmes Junior College and certificates awarded by AIB. The banking and finance courses are administered by the Central Mississippi Study Group of the AIB—a group of bank employees. There is no fixed schedule of TBF courses. The courses offered each term are determined by a survey conducted by the study group.

This program is designed for persons employed by a bank, and for those who wish to obtain employment in this field. The courses provide the student with the general education background as well as the specific training needed for success in the banking industry. Upon successful completion of the program, a student is eligible for the Associate of Applied Science degree from Holmes Junior College and the AIB Advanced Certificate. By proper selection of courses, a student may become eligible for the AIB Basic Certificate upon completing 15 semester hours and the AIB Standard Certificate upon completing 36 semester hours.



HOLMES JUNIOR COLLEGE

VOCATIONAL EDUCATION

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The Division of Vocational Education provides programs of study, facilities, and instruction of high quality to every youth and adult who possess the desire and capability to acquire the knowledge and skills which will enable him to successfully enter and compete in the world of work. Specific occupational training is offered in eight courses of study, each having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

VIDS — Vocational Individualized Development System. As a support service of Vocational-Technical Education, VIDS will assist students in correcting basic skill deficiencies. Students who function below the tenth grade (as ascertained by standardized testing), will be required to attend the VIDS for a minimum of three hours per week.

A certificate is awarded upon successful completion of vocational courses.



HOLMES JUNIOR COLLEGE
COURSE XL
Agricultural Power Machinery
Page

An instructional program that prepares individuals to select, operate, service, maintain, and repair a variety of agricultural power units and agricultural machinery and equipment. Includes instruction in gas, diesel, and electric units; welding; refrigeration; and hydraulics and other power systems.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.

COURSE XLI
Automotive Mechanics
Myrick, Rigby

An instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Includes instruction in the diagnosis of malfunctions in and repair of engines; fuel, electrical, cooling, and brake systems; and drive train and suspension systems. Also instruction is given in the adjustment and repair of individual components and systems such as radiators, transmissions, and carburetors.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The two classes are limited to forty students.

COURSE XLII
Cosmetology
Hutchison

This course is an instructional program designed to prepare students to care for and beautify hair, complexion, and hands by giving shampoos, rinses, scalp treatments, styling, cutting, coloring, bleaching, permanent waving and chemical relaxing; and giving facials, manicures, and hand and arm massage, with emphasis on hygiene sanitation, customer relations and salon management. Instruction qualifies the student who satisfactorily completes this course to be issued a certificate which entitles the student to take the State Cosmetology Board Examination for a license to become a hairdresser in the State of Mississippi.

This course requires that students meet class for a minimum of 1500 clock hours. The class is limited to twenty students.

COURSE XLIII

Machine Tool Operation/Machine Shop

An instructional program that prepares individuals to shape metal parts on machines such as lathes, grinders, drill presses, milling machines, and shapers. Programs may also train individuals in the use of one machine tool. Includes instruction in making computations related to work dimensions, testing feeds and speeds of machines using precision measuring instruments such as lay out tools, micrometers, and gauges; machining and heat-treating various metals; and in laying out machine parts.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.

COURSE XLIV

Communication Electronics

Arnett

An instructional program that prepares individuals to assemble, install, operate, maintain, and repair one- and two-way communications equipment and systems, including AM and FM radio, television, hearing aids, and other electronic communication devices, or systems. Includes instruction in using actual equipment or educational trainers, in various types of equipment, motors, mechanical devices, power suppliers, amplifiers, and digital circuitry; the use of testing equipment; and Federal Communications Commission (FCC) licensing requirements.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.

COURSE XLV

Heating, Air-Conditioning, and Refrigeration Mechanics

Mckibben, Taylor, W. G.

An instructional program that generally prepares individuals to install, repair, and maintain the operating condition of heating, air conditioning, and refrigerating systems.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.

HOLMES JUNIOR COLLEGE**COURSE XLVI**
Welding, Brazing, and Soldering
Taylor, W., Burrell

An instructional program that prepares individuals to use gases and/or welding processes and to braze and solder metal parts according to diagrams, blueprints, or written specifications.

This course requires the equivalent of two semesters of class attendance for completion. It meets 30 hours per week. The two classes are limited to forty students.

COURSE XLVII
Practical Nursing

Note: This course is not taught on campus.

This is a twelve-month course designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first four months foundation period offers instruction in orientation to practical nursing, health, normal nutrition, human development, introduction to nursing the patient, introduction to illness, and nursing care of selected patients.

The remaining eight months of training offer clinical experience and theory in medical-surgical nursing, pediatric nursing, and maternity nursing. A certificate is awarded upon completion of the course. Each class is limited to fifteen students.

COURSE XLVIII
Auto Body Repair
Horne

An instructional program that prepares individuals to repair body and fenders of automobiles. Includes instruction in body preparation for painting and finishing.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.

HOLMES JUNIOR COLLEGE
KOSCIUSKO SKILL CENTER

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Building Construction
Journey

The building construction course is designed to provide trainees with proper instructions leading toward entry level unsubsidized employment as a residential or commercial carpenter helper. After completion of this course, the trainee will be prepared to locate, enter, and succeed in private unsubsidized employment as a residential or commercial carpenter helper.

The course runs for one (1) year, open-entry-open-exit, meeting six (6) hours day, five (5) days per week. The class is limited to ten (10) students with a total of fifteen (15) students to be trained in one (1) year.

Combination Welding
Blackstock

The combination welding course provides comprehensive vocational training in all facets of the welding field. Students learn to work with blueprints and to set up and operate hand and semi-automatics electric arc, oxygen acetylene, and inert gas (heliarc) welding equipment. Basic units of instruction include: all position welding (flat, vertical, horizontal, and overhead), brazing soldering, cutting, cast iron welding, pipe welding and stainless steel and aluminum welding.

The course runs for 6 months open-entry-open exit, meeting 7 hours per day per week. The course is limited to 15 students.

Residential and Light Industrial Electricity
King

This course is designed to train the students to perform the following jobs at an occupational entry level. 1. Completely wire or rewire residence to code of specifications. 2. Install commercial conduit electrical systems. 3. Design residential wiring systems. 4. Perform general plant electrical maintenance work. The students are taught to use the necessary tools, equipment and testing devices.

The course runs for 6 months open-entry-open-exit, meeting 7 hours per day for 5 school days per week (35) hours per week. The class is limited to 10 students.

ACADEMIC

The following course descriptions indicate the number of lectures and laboratory periods per week. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the hours credit awarded for satisfactory completion.

ACCOUNTING

Covington

ACC 1213—Principles of Accounting I.

A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. Three lectures. Three hours credit.

ACC 1223—Principles of Accounting II (Prerequisite: ACC 1213).

A continuation of Accounting 1213. Three lectures. Three hours credit.

ACC 1211—Accounting Practice Case I (Prerequisite: ACC 1213 or concurrent enrollment).

Completion of two practice sets for single proprietorships. One business uses the sales, cash receipts, purchases, and cash payments journals and the other uses the voucher system. Two hours laboratory. One hour credit.

ART

Levanway

ART 1113—Art Appreciation.

A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics minor art, and industrial arts) on a conceptual basis. Three lectures. Three hours credit.

ART 1313—Drawing I.

Study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white—media: pencil and charcoal. Required of art majors. Six hours laboratory. Three hours credit.

ART 1323—Drawing II (Prerequisite: ART 1313).

Introduction to color dynamics and precision drawing as used in creative expression. Emphasis on composition. Required of art majors. Six hours laboratory. Three hours credit.

ART 1413—Design I.

Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of color theory and elementary lettering. Six hours laboratory. Three hours credit.

ART 1423—Design II (Prerequisite: ART 1413).

Continuation of basic principles of design, color and texture. Creative approach to the three dimensional design. Study of methods of water color, tempera and fluid media. Required of art majors. Six hours laboratory. Three hours credit.

ART 2313—Drawing III (Prerequisite: ART 1323).

Fluid media techniques; wash drawing. Interpretation and composition emphasized. Two lectures. Four hours laboratory. Three hours credit.

ART 2323—Drawing IV (Prerequisite: ART 2313).

Fluid media techniques; wash drawing, interpretation and composition emphasized. Two lectures. Four hours laboratory. Three hours credit.

ART 2503—Painting for Non Majors.

Techniques used in painting water colors, oils, pastel or other media, in still life and landscape pictures. Three hours laboratory. Three hours institutional credit. (Not designed to transfer).

ART 2513—Painting I (Prerequisite: ART 1313 and ART 1413).

Techniques used in painting water colors, oils, pastel or other media in still life and landscape pictures. Six hours laboratory. Three hours credit.

BUSINESS ADMINISTRATION

Covington, Earle

BAD 1313—Business Mathematics.

Emphasis is placed on the study of the fundamental processes, fractions, decimals, percentage, and problem solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. Three lectures. Three hours credit.

BAD 2323—Business Statistics. (Prerequisite: MAT 1313).

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting, quantitative data for business management and control. Three lectures. Three hours credit.

BAD 2413—Business Law I.

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

BAD 2513—Principles of Management.

This course is a study of basic management principles as applied to the function of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. Three lectures. Three hours credit.

BIOLOGY**Chambliss, Sims****BIO 1313—Botany I.**

A laboratory course dealing with the application of biological principles to the study of plants including a survey of the kinds, their structure and function. Two lectures. Two hours laboratory. Three hours credit.

BIO 1323—Botany II (Prerequisite: BIO 1313).

A continuation of BIO 1313. Two lectures. Two hours laboratory. Three hours credit.

BIO 1514—Anatomy and Physiology I.

An anatomical and physiological study of the human body, particularly the molecular, cellular, tissue, and organ systems. Each system is considered in detail regarding both structure and function. Three lectures. Two hours laboratory. Four hours credit.

BIO 1524—Anatomy and Physiology II (Prerequisite: BIO 1514).

A continuation of Anatomy and physiology I. Three lectures. Two hours laboratory. Four hours credit.

BIO 2313—Dendrology (Prerequisite: BIO 1313).

Identification, recognition, and morphological characteristics of woody plants. Two lectures. Four hours laboratory and field work. Three hours credit.

BIO 2414—Zoology I.

A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure, and function. Emphasis is on the invertebrates. Three lectures. Two hours laboratory. Four hours credit.

BIO 2424—Zoology II (Prerequisite: BIO 2414).

A continuation of BIO 2414 with emphasis on the vertebrates. Two lectures. Four hours laboratory. Four hours credit.

BIO 2513—Human Anatomy and Physiology I (Prerequisite: BIO 2414).

A study is made of the anatomy and physiology of the human body as an integrated whole with more detailed studies of the skeletal, muscular, and nervous systems. Two lectures. Two hours laboratory. Three hours credit.

BIO 2523—Human Anatomy and Physiology II (Prerequisite: BIO 2513).

This is a continuation of Anatomy and Physiology 2513 in which the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems are studied. Two lectures. Two hours laboratory. Three hours credit.

BIO 2924—Microbiology.

A survey of the microbes (microscopic organisms) of the plant and animal kingdoms, with emphasis and detailed study being placed on those affecting other forms of life, especially man. Laboratory is devoted to basic techniques of microbial study, such as culturing, identifying, control, anatomy and life cycles. Three lectures. Two hours laboratory. Four hours credit.

CHEMISTRY

Hicks

CHE 1211—General Chemistry Laboratory I.

Selected experiments to illustrate the principles taught in lecture. Three hours laboratory. One hour credit.

CHE 1213—General Chemistry I.

This course covers the fundamental law and theories of chemistry, together with a study of the descriptive chemistry of the non-metallic elements. Three lectures. Three hours credit.

CHE 1221—General Chemistry Laboratory II.

Selected experiments to illustrate the principles taught in lecture. Three hours laboratory. One hour credit.

CHE 1223—General Chemistry II (Prerequisite: CHE 1213).

A study of the metals, their properties, uses, and identification. The topics of ionization, chemical equilibrium and the colloidal state are taken up. Three lectures. Three hours credit.

CHE 2424—Organic Chemistry I (Prerequisite: CHE 1223).

Basic principles of carbon chemistry bonding, structure, and behavior; aliphatic compounds; identification and preparation of compounds. Three lectures. Three hours laboratory. Four hours credit.

CHE 2434—Organic Chemistry II (Prerequisite: CHE 2424).

Continuation of Chemistry 2424. Aromatic and complex compounds. Three lectures. Three hours laboratory. Four hours credit.

ECONOMICS**Covington****ECO 2113—Principles of Economics I (Macroeconomics).**

An introduction to economic principles, problems, and policies with emphasis on the monetary system and national income theory and measurement. Three lectures. Three hours credit.

ECO 2123—Principles of Economics II (Microeconomics).

A continuation of ECO 2113 with emphasis on price and production theory and international trade. Three lectures. Three hours credit.

EDUCATION**Davis, T., Dickey****EDU 1311—Orientation.**

This course is designed to help the freshman adjust himself to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, report writing, and gives the student guidance in collegiate life. One lecture. One hour credit.

EDU 1412—Improvement of Study (Prerequisite: REA 1212 or ACT Minimum of 16).

Effective study and reading technique. Two lectures. Two hours credit.

EDU 1613—Foundations of Education.

Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Three lectures. Three hours credit.

ENGINEERING

EGR 2121—Computer Programming for Engineers. (Prerequisite: MAT 1323).

Introduction to the theory of digital computers. Computational techniques; computer programming using the FORTRAN language. One lecture. One hour laboratory. One hour credit.

EGR 2413—Engineering Mechanics I (Statics).

Vector Algebra, force systems, equilibrium, moments, machines, frames, trusses, friction, centroids, inertia. Three lectures. Three hours credit.

ENGLISH

Bunch, Gill, Haley, Power

ENG 1103—Developmental English I.

This course in writing stresses basic communication skills—writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading for ideas included. Three lectures. Two hours laboratory. Three hours institutional credit. (Not designed to transfer).

ENG 1113—English Composition I.

A study of grammar and composition, with emphasis on the sentence and the paragraph. Readings, frequent themes. Three lectures. Three hours credit.

ENG 1123—English Composition II (Prerequisite: ENG 1113).

A continuation of ENG 1113 with emphasis on the whole composition. Readings, themes, and research paper required. Three lectures. Three hours credit.

ENG 1203—Developmental English II.

A continuation of ENG 1103. Three lectures and two hours laboratory. Three hours institutional credit. (Not designed to transfer)

ENG 2132—Creative Writing I (Prerequisite: ENG 1113).

Writing the poem, the short story, the essay, and the play. Two lectures. Two hours credit.

ENG 2142—Creative Writing II (Prerequisite: ENG 2132).

A continuation of ENG 2132. Two lectures. Two hours credit.

ENG 2223—American Literature I.

Representative prose and poetry of the United States from Colonial beginnings through Walt Whitman. Three lectures. Three hours credit.

ENG 2233—American Literature II.

Representative prose and poetry of the United States from Walt Whitman to the present. Three lectures. Three hours credit.

ENG 2323—English Literature I.

A survey of English literature from Beowulf through the Age of Neo-Classicism. Three lectures. Three hours credit.

ENG 2333—English Literature II.

A survey of English literature from the Age of Revolution and Romance to the present time. Three lectures. Three hours credit.

EDUCATIONAL PSYCHOLOGY

Henson

EPY 2513—Child Psychology (Human Growth and Development I).

A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social, and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three hours credit.

EPY 2523—Adolescent Psychology (Human Growth and Development II).

A study of the individual during the adolescent years. Three lectures. Three hours credit.

EPY 2533—Human Growth and Development.

This course is designed to study the human organism as it is affected by growth and development from conception to old age; including topics concerning significant changes in abilities, interests, social and emotional adjustments of each maturity level and important implications of growth and development to nurses. Three lectures. Three hours credit.

GEOGRAPHY

Bunch

GEO 1113—World Geography.

A regional survey of the basic geographic features and major new developments of the nations of the world. Three lectures. Three hours credit.

GRAPHICS AND DRAWING

Adams, Miles

GRA 1112—Engineering Drawing I.

The use of instruments, geometric construction, orthographic projections, sectional views, and lettering. Four hours laboratory. Two hours credit.

GRA 1122—Engineering Drawing II (Prerequisite: GRA 1112).

Auxiliary views, dimensioning, anometric projections, oblique drawing, and fasteners. Four hours laboratory. Two hours credit.

GRA 1142—Graphic Communications.

Blueprint reading, general use of instruments, understanding basic lines and planes. Lettering theory of projection drawing; technical communication through orthographic, auxiliary, and oblique vision. Four hours laboratory. Two hours credit.

GRA 1152—Visualization and Graphic Design (Prerequisite: GRA 1142).

Freehand methods and practice in pictorial and orthographic projections. Detail and sectional graphic design problems involving the geometry of points, lines, and planes in space relationships. Four hours laboratory. Two hours credit.

HISTORY

Brown, Butler, Williams

HIS 1113—Western Civilization I.

A general survey of European history from ancient times to 1660 A.D. Three lectures. Three hours credit.

HIS 1123—Western Civilization II.

A general survey of Western civilization since 1660 A.D. Three lectures. Three hours credit.

HIS 2213—American (U.S.) History I.

This course is a survey of U.S. History from the period of discovery and exploration through the Reconstruction. Three lectures. Three hours credit.

HIS 2223—American (U.S.) History II.

This course is a survey of U.S. History from Reconstruction to the present. Three lectures. Three hours credit.

HEALTH, PHYSICAL EDUCATION AND RECREATION

Fulce, Kimble, Shurden, Sullivan, Thomas

HPR 1111—General Activities (First Course).

These courses include varied exercises and activities such as volleyball, ect. No lecture is involved. Not designed for physical education majors. Two classes. One hour credit.

HPR 1121—General Activities (Second Course).

Same description as HPR 1111. Two classes. One hour credit.

HPR 1131—Varsity Sports.

Participation in _____ varsity sport. One hour credit.
(name sports)

HPR 1141—Varsity Sports.

Participation in _____ varsity sport. One hour credit.
(name sports)

HPR 1213—Personal and Community Health I.

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three hours credit.

HPR 1313—Introduction to Health, Physical Education and Recreation.

Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three hours credit.

HPR 1511—Team Sports (First Course).

Lecture on rules and techniques in basketball, stunts and tumbling. Two classes. One hour credit.

HPR 1521—Team Sports (Second Course).

Lecture on rules and techniques in volleyball and softball. Two classes. One hour credit.

HPR 1531—Individual and Dual Sports (First Course).

Lecture and practice in paddle tennis and square dancing. Two classes. One hour credit.

HPR 1541—Individual and Dual Sports (Second Course).

Lecture and practice in badminton and tennis. Two classes. One hour credit.

HPR 1551—Fitness and Conditioning Training.

Lecture and practice in weight training. Three classes. One hour credit.

HPR 1561—Fitness and Conditioning Training.

Lecture and practice in weight training. Three classes. One hour credit.

HPR 2111—General Activities (Third Course).

Same description as HPR 1111. Two classes. One hour credit.

HPR 2121—General Activities (Fourth Course).

Same description as HPR 1111. Two classes. One hour credit.

HPR 2131—Varsity Sports.

Participation in _____ varsity sport. One hour credit.
(name sports)

HPR 2141—Varsity Sports.

Participation in _____ varsity sport. One hour credit.
(name sports)

HPR 2213—First Aid and Civil Defense.

First aid treatment as practiced by the American Red Cross; Standard, Advanced, and Instructor's Courses. Civil Defense adult education course teaching personal and family survival under nuclear attack and natural disaster. Three lectures. Three hours credit.

HPR 2323—Recreational Leadership.

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three hours credit.

HOLMES JUNIOR COLLEGE INDUSTRIAL EDUCATION

Adams

IED 1213—Woodwork I.

Knowledge, appreciation, and skill in use of hand tools; woods, joints, finishes, fasteners, and job planning. Six hours laboratory. Three hours credit.

IED 1223—Woodwork II.

Mill practices and techniques. Machine tool operation; job planning and design. Six hours laboratory. Three hours credit.

IED 2313—General Metal Work.

Design in metal, new materials, jigs, machine processes, and metal finishes; construction of metal projects. Six hours laboratory. Three hours credit.

IED 2323—Forging and Welding.

Practice in handforging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

IED 2413—History and Appreciation of the Artcrafts.

Growth and development of the artcrafts through the ages; instructional materials; practical designs; construction of projects in art metal, leather, plastics, ceramics, and other handicrafts. One lecture. Four hours laboratory. Three hours credit.

JOURNALISM

Irby

JOU 1111—College Publications I.

A laboratory course designed to give practical experience in working with the college yearbook, the *Horizons* or the college newspaper the *Growl*. Planning, lay-outs, typewriting, proofreading, and photography will be emphasized according to student interest. Two hours laboratory. One hour credit.

JOU 1121—College Publications II.

A continuation of JOU 1111. Two hours laboratory. One hour credit.

JOU 2111—College Publications III.

A laboratory course that will include coverage of news events on campus, photography, sports writing, and editorial writing. Advancement of skills in headline writing, copy editing, and make-up and design will be stressed. Two hours laboratory. One hour credit.

JOU 2121—College Publications IV.

A continuation of JOU 2111. Two hours laboratory. One hour credit.

JOU 2513—Beginning Photography.

An introduction to basic photography. Students learn to take pictures, process film and print pictures. No previous experience required. Two lectures. Two hours laboratory. Three hours credit.

MATHEMATICS

Boggan, Earle, Kimble

MAT 1103—Developmental Math I.

This course is designed for the student who is lacking in fundamental arithmetical skills. The course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer)

MAT 1121—The Metric System.

This course consists of the metric prefixes, metric length, metric volumes, metric weights, metric temperatures, metric heat units, the conversion of metric units of measure to English units of measure, and the conversion of English units of measure to metric units of measure. One lecture. One hour credit.

MAT 1213—College Mathematics I (Arithmetic & Algebra).

This course is designed to develop for the student the mathematical concepts and techniques for a program in general education. The basic concepts of arithmetic and an introduction to the fundamentals of elementary algebra are presented. Three lectures. Three hours credit.

MAT 1233—Intermediate Algebra (Prerequisite: One year high school algebra or MAT 1213).

This course is designed for students whose qualifications are deficient for College Algebra and for students whose curriculum requires three hours of mathematics for graduation. Materials

covered include algebraic factoring, fractions, problem solving, roots and radicals, quadratics, graphs, and simultaneous equations and basic geometric concepts. Three lectures. Three hours credit.

MAT 1313—College Algebra (Prerequisite: Two years high school algebra or MAT 1233).

This comprises a review of algebraic operations, systems of linear equations, and quadratic equations; and a study of logarithms, determinants, progressions, binomial theorem, partial fractions, and theory of equations. Three lectures. Three hours credit.

MAT 1323—Trigonometry (Prerequisite: MAT 1313 or permission of Academic Dean).

This course is a study of solutions of right and oblique triangles, identities, trigonometric equations, and polar and parametric equations. Three lectures. Three hours credit.

MAT 1333—Finite Mathematics (Prerequisite: MAT 1313).

Introduction to symbolic logic, set theory, probability theory, difference equations, linear programming, and game theory with applications oriented toward business decision making and the behavioral sciences. Three lectures. Three hours credit.

MAT 1613—Calculus IA.

Coordinate systems; basic theorems of analytics; functions; limits; the derivative; the integral; differentiation and integration of algebraic functions; applications. Three lectures. Three hours credit.

MAT 1623—Calculus IIA (Prerequisite: MAT 1613).

Differentiation and integration of transcendental functions; the definite integral; methods of integration; applications. Three lectures. Three hours credit.

MAT 1723—The Real Number System.

Open only to elementary or special education majors. Structure and properties of the number systems of arithmetic. Three lectures. Three hours credit.

MAT 1733—Geometry, Measurement and Probability.

Open only to elementary or special education majors. Intuitive foundations of geometry, basic concepts of measurements and probability. Three lectures. Three hours credit.

MAT 1743—Modern Mathematics.

Designed for certain education majors, liberal arts majors, and other students needing three hours of elective mathematics credit. Basic concepts of sets, number systems, arithmetic, algebra, geometry, and logic. Three lectures. Three hours credit.

MAT 2613—Calculus III A (Prerequisite: MAT 2613).

Solid analytics; vectors; improper integrals; line integration. Three lectures. Three hours credit.

MAT 2623—Calculus IV A (Prerequisite: MAT 2613).

Infinite series; partial differentiation; multiple integrals. Three lectures. Three hours credit.

MAT 2913—Differential Equations (Prerequisite: MAT 1623 and concurrent enrollment in MAT 2613).

Solution of first and higher order differential equations; existence theorems; solution by series; and application to problems in geometry, physics, and chemistry. Three lectures. Three hours credit.

MODERN FOREIGN LANGUAGE**Chisholm****MFL 1113—Elementary French I.**

This course is designed to develop basic language skills; speaking, reading, writing. Phonetic symbols are used to aid correct pronunciation, but the principle aid is to be found in the language laboratory. Three lectures. One hour laboratory. Three hours credit.

MFL 1123—Elementary French II.

A continuation of MFL 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. One hour laboratory. Three hours credit.

MFL 1313—Elementary German I.

This course covers the fundamentals of grammar, conversation, and reading. Emphasis is not only on syntax but also on vocabulary and pronunciation with practice in listening and speaking. Three lectures. One hour laboratory. Three hours credit.

MFL 1323—Elementary German II.

A continuation of German 1313. Three lectures. One hour laboratory. Three hours credit.

MFL 2113—Intermediate French I.

A review of French grammar, and continued development of basic language skills. Reading materials are used which have literary and cultural value. Three lectures. One hour laboratory. Three hours credit.

MFL 2123—Intermediate French II.

Literary and cultural appreciation of the language and the country is enhanced by the reading of a book which pictures life in a typical French village, with class conversation concerning the contents of this book. Three lectures. One hour laboratory. Three hours credit.

MFL 2313—Intermediate German I.

This course is primarily a reading course. A review of grammar is provided as well as practice in comprehension and speaking. Three lectures. One hour laboratory. Three hours credit.

MFL 2323—Intermediate German II.

A continuation of German 2313. Three lectures. One hour laboratory. Three hours credit.

MUSIC

Carter, Chisholm, Grimes, Irby

MUSIC FOUNDATIONS

(Education, Literature, and Theory)

MUS 1113—Music Appreciation.

Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three hours credit.

MUS 1214, 1224, 2214, 2224—Music Theory I, II, III, IV.

Recognition and part writing. Diatonic intervals, major and minor triads, rhythmic and melodic patterns. Correlated keyboard harmony and dictation. Sight singing in bass and treble clefs. Three lectures. Two hours laboratory. Four hours credit.

MUS 2312—Music History I.

Music of the Middle Ages and Renaissance. Music before 1600 viewed in the broad perspective of the trends and movements of general cultural history; emphasis on listening and analysis. Two lectures. One hour laboratory. Two hours credit.

MUS 2413—Music Literature I.

A listening course to give the student a better understanding of music through the ages. It offers the non-music major as well as the music major an opportunity to explore music as an art. Three lectures. One hour laboratory. Three hours credit.

MUSIC APPLIED

(Brass, Organ, Percussion, Piano, Voice, and Woodwinds)

MUA 1141, 1151, 2141, 2151—Brass for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1172, 1182, 2172, 2182—Brass for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1331, 1341, 2331, 2341—Organ for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1363, 1373, 2363, 2373—Organ for Music Majors I, II, III, IV.

One hour private instruction. Nine hours practice. Three hours credit.

MUA 1441, 1451, 2441, 2451—Percussion for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1472, 1482, 2472, 2482—Percussion for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1511, 1521, 2511, 2521—Class Piano I, II, III, IV.

For instrumental and voice majors only. One lesson. Three hours practice. One hour credit.

MUA 1541, 1551, 2541, 2551—Piano for Non-Majors I, II, III, IV.

One lesson. Three hours practice. One hour credit.

MUA 1573, 1583, 2573, 2583—Piano for Music Majors I, II, III, IV.

One hour private instruction. Nine hours practice. Three hours credit.

MUA 1641, 1651, 2641, 2651—Strings for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1672, 1682, 2672, 2682—Strings for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1711, 1721—Class Voice I, II.

For Piano, Organ, and Instrumental majors only. One lesson. Three hours practice. One hour credit.

MUA 1741, 1751, 2741, 2751—Voice for Non-Majors I, II, III, IV.

One lesson. Three hours practice. One hour credit.

MUA 1772, 1782, 2772, 2782—Voice for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1841, 1851, 2841, 2851—Woodwinds for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1872, 1882, 2872, 2882—Woodwinds for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUSIC ORGANIZATIONS

(Band, Small Band Groups, Stage Band, Choir, Small Singing Groups)

MUO 1111, 1121, 2111, 2121—Band I, II, III, IV.

Four practice sessions. One hour credit.

MUO 1141, 1151, 2141, 2151—Small Band Groups I, II, III, IV.

One practice session. One hour credit.

MUO 1171, 1181, 2171, 2181—Stage Band I, II, III, IV.

One practice session. One hour credit.

MUO 1211, 1221, 2211, 2221—Choir I, II, III, IV.

Three hours Practice. One hour credit.

MUO 1241, 1251, 2241, 2251—Small Singing Groups I, II, III, IV.
One practice session. One hour credit.

NURSING, ADN

NUR 1117—Fundamentals of Nursing.

Foundation for all subsequent nursing courses. Introduction to nursing and to the philosophy and conceptual framework of the Holmes Junior College Associate Degree Nursing Program. Emphasis is placed on normal basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Introduction to pharmacology and to the calculation of dosages and solutions. Four lectures. Nine hours laboratory. Seven hours credit.

NUR 1128—Adult-Child Nursing I.

The first of two courses which focus on the utilization of the nursing process in the care of adults and children who have threats to basic human needs. Care of the pre- and post-operative patient is explored. Concepts introduced in the Nursing 1117 are reinforced and applied. Nutrition and pharmacology are integrated. Five lectures. Nine hours laboratory. Eight hours credit.

NUR 2135—Psychiatric/Mental Health Nursing.

This course focuses on the utilization of the nursing process in the care of patients with unmet psychosocial needs in a psychiatric setting. The clinical experience affords students the opportunity to utilize therapeutic communication in nurse/patient relationships. The psychopathology underlying altered behavioral responses to unmet needs will be explored and utilized as a basis for understanding the rationale for nursing approaches in the clinical setting. Eight lectures. Sixteen hours laboratory per week for eight-week summer session. Five hours credit.

NUR 2148—Maternal-Child Nursing.

This course focuses on the utilization of the nursing process in the care of mothers and children at various age levels. It introduces basic nursing knowledge and skills related to meeting normal needs with emphasis on the role of the nurse, as any threats to those needs are encountered. Four lectures. Twelve hours laboratory. Eight hours credit.

NUR 2158—Adult-Child Nursing II.

The second of two courses which focus on the utilization of the nursing process in the care of the adult and child patient. This course builds on Nursing 1128. Nursing care on a more advanced level is utilized. Nursing care of the critically ill patient is emphasized. The student gains experience in organizing, implementing and evaluating care for patients. Nutrition and pharmacology are integrated. Four lectures. Twelve hours laboratory. Eight hours credit.

NUR 2162—Management and Career Development.

This course is designed to introduce to the student basic principles of organization, management and career development that will assist the student as he/she functions as an associate degree nurse. Current issues and trends presently influencing nursing and the field of health care are discussed. Two lectures. Two hours credit.

PHILOSOPHY AND BIBLE**Bridges****PHI 1113—Old Testament Survey.**

This is a study of the entire Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy, and poetry. Three lectures. Three hours credit.

PHI 1133—New Testament Survey.

This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts, and the other New Testament books. Three lectures. Three hours credit.

PHI 1153—The Life of Christ.

The aim of this course is to give the student a general knowledge of the most important event in the life of Christ in a chronological order as found in the Gospels. The Gospels will be studied as a unit endeavoring to get a composite picture of the life and earthly ministry of Jesus. Three lectures. Three hours credit.

PHI 2613—World Religions.

Comparison of the beliefs and developments of the Christian religion with those of Buddhism, Mohammedanism, Hinduism, and other important religions. Three lectures. Three hours credit.

PHI 2813—Geography and History of the Holy Lands.

A study of the geography, history, and culture of the Holy Lands. The course will include lectures, related reading, and a research paper. May include a tour of the Holy Lands. Three lectures. Three hours credit.

PHYSICS

Earle, Chambliss, Hicks

PHY 2213—Physical Science Survey I.

Designed for the non-technical student. A survey of laws of physics and astronomy. Three lectures. Three hours credit.

PHY 2223—Physical Science Survey II.

Designed for the non-technical student. A survey of chemistry, meteorology, and geology. Three lectures. Three hours credit.

PHY 2414—General Physics I. (Prerequisite: MAT 1323).

A study of mechanics, heat, and sound. Three lectures. Three hours laboratory. Four hours credit.

PHY 2424—General Physics II. (Prerequisite: PHY 2414).

A study of electricity, magnetism, light, and modern physics. Three lectures. Three hours laboratory. Four hours credit.

PHY 2514—General Physics IA. (Prerequisite: MAT 1623).

For engineering and science students. A study of mechanics, heat, and sound. Three lectures. Three hours laboratory. Four hours credit.

PHY 2524—General Physics IIA. (Prerequisite: PHY 2514).

For engineering and science students. A study of magnetism, electricity, and light. Three lectures. Three hours laboratory. Four hours credit.

POLITICAL SCIENCE

Brown, Butler

PSC 1113—American National Government.

Survey of the organizations, political aspects of and basis for American government. Three lectures. Three hours credit.

PSC 1123—American State and Local Government.

Relationship between states and federal governments, and between states and their subdivisions; organizations, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three lectures. Three hours credit.

PSYCHOLOGY

Henson

PSY 1513—General Psychology I.

An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. Three lectures. Three hours credit.

READING

Williams

REA 1102—Developmental Reading I.

A laboratory course designed to offer special reading instruction to students deficient in reading skills. One lecture. Two hours laboratory. Two hours institutional credit. (Not designed to transfer).

REA 1202—Developmental Reading II.

A continuation of REA 1102. One lecture. Two hours laboratory. Two hours institutional credit. (Not designed to transfer).

REA 1212—Reading Improvement I.

A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary and study skills. Guidance in developing wide reading interests. Three lectures. Two hours credit.

REA 1222—Reading Improvement II.

A continuation of REA 1212. Three lectures. Two hours credit.

REA 1233—Speed Reading I.

Diagnostic testing followed by practice in skills according to the needs of the students. Emphasis on comprehension skills such as getting main ideas, summarizing, organizing, and drawing conclusions. Guidance in developing wide reading interests that will provide background for college courses. Two lectures. Two hours laboratory. Three hours credit.

REA 1301—Prescriptive Reading.

Designed for the student who desires assistance in a specific but limited area of weakness. 15 hours laboratory per semester. One hour institutional credit. (Not designed to transfer).

SOCIOLOGY**Williams****SOC 2113—Introduction to Sociology.**

A study of human relationships. Students will receive a synopsis of the whole field of sociology; the social world, the social and cultural process within this world, and the integration of these processes in relation to the individual, the group, and the institution. Three lectures. Three hours credit.

SOC 2143—Marriage and Family.

A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of Socio-economic adjustments to society. Three lectures. Three hours credit.

SPEECH AND THEATRE**SPT 1113—Oral Communication (Principles of Speech).**

Correct and effective English; correct pronunciation and enunciation; breath control; study and practice in making speeches for all occasions, major emphasis on organization of material; and practice in speaking before the group. Three lectures. Three hours credit.

SPT 1233—Acting I (Prerequisite: SPT 1113).

An introduction to the theatre and the art of acting. Emphasis is placed on the technical aspects of acting and on the expressive use of the body in stage movement. Classroom work in mime and the presentation of scenes from plays prepare the student for required performance in either a workshop or a major production. A production laboratory in connection with the class introduces the student to the technical phases of the theatre which contribute to the effectiveness of the work of the actor. Three lectures. Required laboratory. Three hours credit.

SPT 1241, 1251, 1261, 1271—Drama Production I, II, III, IV.

Participation in college drama productions. Three hours laboratory. One hour credit.

SPT 2143—Oral Interpretation (Prerequisite: SPT 1113).

Training is given in the techniques of oral interpretative reading; its theories and practices. Emphasis is placed on studies of the backgrounds of the authors and selections, and upon reading the printed page. Three lectures. Three hours credit.

TECHNICAL

**Adams, Alford, Carr C., Carr T., Davis, Draper, Ferguson,
Gowan, Haley, Mahoney, Miles, Richardson**

TAC 1114—Secretarial Accounting.

Fundamentals of accounting and their application to various types of business as to ownership, organization, and functions. Accounting 1114 includes the full accounting cycle for double-entry accounting. The major purpose is to provide a basic accounting knowledge for prospective office workers. Three lectures. Two hours laboratory. Four hours credit.

TBA 2413—Business Law I.

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

TBA 2513—Principles of Management.

This course is a study of basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. Three lectures. Three hours credit.

TBC 1123—Construction Blueprint Reading.

A course designed to teach the student how to read and interpret plans and specifications for residential and light commercial construction. Three lectures. Three hours credit.

TBC 1133—Methods and Materials.

This course is designed to teach the student the different methods of light and heavy construction and materials to be used. Emphasis will be placed on construction safety and first aid. Three hours lecture. Three hours credit.

TBC 1142—Welding Applications.

This course is designed to teach the student basic welding procedures as related to construction plumbing and pipe fitting. One hour lecture. Two hours laboratory. Two hours credit.

TBC 2173—Construction Planning and Scheduling.

This course is designed to teach the student the sequence of construction as it relates to installation of materials and equipment. It is also designed to teach the importance of rigid management of people and time. The student will be taught to plan and maintain a work schedule. Three hours lecture. Three hours credit.

TBC 2183—Introduction to Plumbing.

This course is designed to teach basic plumbing and fitting as outlined by the standard plumbing code for safe plumbing installation. One hour lecture. Four hours laboratory. Three hours credit.

TBC 3143—Cost and Estimating I.

Offered first semester. Preparation of material and labor quantity surveys from actual working drawings and specifications. Three lectures. Three hours credit.

TBC 3153—Electrical Wiring.

A course designed to give the student a working knowledge of the electrical area in house wiring and light commercial construction. Two lectures. Two hours laboratory. Three hours credit.

TBC 3213—Introduction to Pipe Fitting.

This course will be designed to teach students how to select pipe, valves, fittings and hangers based on the service on which they are to be used. Two hours lecture. Two hours laboratory. Three hours credit.

TBC 4113—Theory of Mechanical Systems.

This course is designed to teach the basic theory of heating, chill water, steam and gas systems, and how they work. Three hours lecture. Three hours credit.

TBC 4143—Cost and Estimating II.

A continuation of TBC 3143 with emphasis placed on compliance of equipment to the actual working drawings. Three hours lecture. Three hours credit.

BANKING AND FINANCE TECHNOLOGY**I. Foundations of Banking****TBF 1113—Principles of Banking.**

A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking; check processing; teller functions; deposit function; trust services; bank bookkeeping; and bank loans and investments. Three lectures. Three hours credit.

TBF 1123—Money and Banking.

Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussion on the banking industry in affecting yield curves and the structuring of portfolios. Three lectures. Three hours credit.

TBF 1133—Analyzing Financial Statements.

Organized into two main sections: Characteristics of financial statements and financial statement analysis. Review of basic accounting principles for financial statement analysis. Three lectures. Three hours credit.

TBF 1183—Law and Bank Transactions.

Presents an introduction to basic commercial law related specifically to banking and bank transactions. Topics include: consumer protection; contracts; agency and partnerships; corporations; real property; the Uniform Commercial Code; negotiable instruments and bank collections; and secured financing. Three lectures. Three hours credit.

TBF 1193—Business Mathematics.

This course is designed for the student who requires refresher work in the fundamentals of business mathematics. It includes a variety of topics, including fundamental arithmetic tools, fractions, decimals, business documents, payrolls, statistical data and graphs, depreciation and simple interest. Three lectures. Three hours credit.

TBF 2153—Fundamentals of Bank Data Processing.

Broadly based on non-technical explanation of electronic data processing as applied to banks. Geared to fundamental principles, concepts, and functions of automation; a general briefing on the essentials of bank data processing. Practical approach to equipment and techniques applies to the automation of banking systems. Three lectures. Three hours credit.

TBF 2713—Principles of Real Estate.

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

TBF 2723—Real Estate Law.

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

TBF 3143—Business Administration.

Emphasis on the managerial responsibility of carefully coordinating the many facets of a business enterprise. Stresses administration, financial management, production, labor-management relations, marketing, coordinating and control, and public relations. Three lectures. Three hours credit.

TBF 3153—Business Financial Management.

Principles of finance as applied to the operation of a profit seeking (nonbank) firm. Active participation in the process of financial administration and decision-making to teach the student to use the tools and techniques necessary for the efficient financial management of a modern business enterprise. Three lectures. Three hours credit.

TBF 3163—Management of Commercial Bank Funds.

Necessary principles for developing and adequate philosophy of funds management. Differences between practices in large banks and smaller institutions. Brings together policies in the areas of loans, deposits, investment, and capital, and relates each to the other. Three lectures. Three hours credit.

II. Banking Functions

TBF 1153—Savings and Time Deposit Banking.

Historical development of savings institutions and an awareness of the basic economic function of the savings process as related to current operations and policies. Begins with a review of the economics of the savings process to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Review of different types of financial savings to describe the system of financial flows of income to capital investment. Three lectures. Three hours credit.

TBF 2113—Credit Administration.

Directed toward the executive level. Concerns statement and discussion of factors influencing and determining loan policy. Methods of credit investigating and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans. Three lectures. Three hours credit.

TBF 2123—Marketing for Bankers.

This course presents marketing as a broad concept which includes public relations, advertising, and personal selling. It is designed for persons who are unacquainted with marketing. Three lectures. Three hours credit.

TBF 2133—Bank Investments.

Nature of primary reserves and loanable funds and their uses. Analysis of primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. Study of yield changes as they affect a bank's long-term holdings. Three lectures. Three hours credit.

TBF 2143—Agricultural Finance.

General principles associated with the evaluation of management and the use of capital. To help the banker in satisfying the credit needs of modern agriculture. Three lectures. Three hours credit.

TBF 2163—Installment Credit.

Techniques of installment lending, presented concisely. Emphasis on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due; each phase of a bank's installment credit operation carefully scrutinized to the most efficient methods. Inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. Three lectures. Three hours credit.

TBF 2173—Bank Cards.

This course presents an overview of the bank card industry with the dual objectives of helping the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. Three lectures. Three hours credit.

TBF 2193—Trust Functions and Services.

Services rendered by institutions engaged in trust business. Introduction to the services and duties involved in trust operations. Identifies the distinction between business and legal aspects of trust functions. Three lecture. Three hours credit.

TBF 2733—Real Estate Finance.

This course provides a background in the varied real estate mortgage credit operations of commercial on the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Three lectures. Three hours credit.

TBF 2743—Real Estate Appraisal.

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. Three lectures. Three hours credit.

TBF 3113—International Banking.

Basic framework and fundamentals of international banking; how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another. Three lectures. Three hours credit.

TBF 3123—Federal Reserve System.

Operations and policies of the Federal Reserve System during critical periods over the past 60 years. Topical rather than chronological, enabling students to compare and contrast Federal Reserve policies dealing with similar problems at different periods. Attention to international monetary affairs and economic developments affecting the American fiscal system. Three lectures. Three hours credit.

III. Management and Supervision

TBF 1143—Bank Management.

New trends in the philosophy and practice of management. Study and application of the principles outlined provide a working knowledge of bank management. Three lectures. Three hours credit.

TBF 1173—Supervision and Personnel Administration.

Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of other people. Stresses management attitudes and carrying out management policies while at the same time inspiring a group to achieve friendly cooperation and maximum production. Three lectures. Three hours credit.

TBO 1113—Elementary Typewriting I.

Mechanism, care, and operation of the typewriter; keyboard-drills to gain speed and accuracy; introduction to letter forms. Students with a year of high school typewriting normally do not take this course. Three lectures. Three hours credit.

TBO 1213—Elementary Shorthand I.

The theory and practice of Gregg and Simplified shorthand. The principles are applied by reading and writing shorthand with a limited amount of dictation and transcription from shorthand notes. Students with a year of high school shorthand normally do not take this course. Three lectures. Three hours credit.

TBO 1313—Filing-Records Management.

The various systems of filing with sufficient practice in the laboratory to develop skill in the operation of the systems. Coding, indexing, equipment, and materials are emphasized. Three lectures. Three hours credit.

TBO 1413—Secretarial Practice.

Course designed to present essential duties and special techniques for a secretarial career at the highest professional level; to acquaint the student with the modern office systems and practices. Three lectures. Three hours credit.

TBO 1513—Office Machines.

Instruction and practice in the operation of the major types of adding and calculating machines; development of a working knowledge of the ten-key and full keyboard adding machines, keydriven and rotary calculators and other mechanical office devices. Three lectures. Three hours credit.

TBO 2123—Intermediate Typewriting II (Prerequisite: High school typewriting or TBO 1113).

Advanced drills for speed and accuracy; letter forms; telegrams and other business forms; manuscript typewriting. Three lectures. Three hours credit.

TBO 2223—Intermediate Shorthand II (Prerequisite: High school shorthand or TBO 1213).

A continuation of TBO 1213. Three lectures. Three hours credit.

TBO 2523—Office Appliances.

Instruction and practice in the operation of office appliances, including stencil and spirit duplicators, addressograph machine, composer, transcribing machines, electric typewriters, mimeoscopes, and copying machines. Three lectures. Three hours credit.

TBO 2613—Business Communications (Prerequisite: ENG 1113).

Study and practice in writing different types of business letters and reports, with emphasis on correct spelling, grammar, punctuation, and clarity of communication. Three lectures. Three hours credit.

TBO 3133—Advanced Typewriting III (Prerequisite: TBO 2123).

A continuation of TBO 2123. Three lectures. Three hours credit.

TBO 3233—Advanced Shorthand III (Prerequisite: TBO 2223).

The aim of this course is to increase accuracy and speed of transcription with emphasis on mailability of letters. Three lectures. Three hours credit.

TBO 4143—Production Typewriting IV (Prerequisite: TBO 3133).

Skill development and vocational competency are the objectives of this course. Production of varied typewritten communications with emphasis on quality and quantity. Three lectures. Three hours credit.

TBO 4243—Dictation and Transcription IV (Prerequisite: TBO 3233).

A course to develop transcription skills. Accuracy and speed of transcription correlated with English, punctuation, spelling, division of words, and vocabulary building. Three lectures. Three hours credit.

TBO 4713—Secretarial Practicum.

Supervised practical applications of theory and skills in various job situations within an office. This course is designed for advanced secretarial science majors. One hour lecture. Four hours laboratory. Three hours credit.

TCC 1111—Curriculum Ideas for Young Children.

Exploring curriculum ideas for young children through the child care curriculum lab, Holmes Junior College Library and other field experiences. Two hours laboratory. One hour credit.

TCC 1123—Art for Children.

Introduction of a variety of creative art activities for young children. Emphasis placed on encouraging art expression by children, not perfecting art skills. Three lectures. Three hours credit.

TCC 1154—Child Development I.

This course focuses on each aspect of the child's development—social, cognitive, emotional and physical. Case studies will help students learn to apply theory to common situations. Laboratory work consists of directed observation and participation. Three lectures and two hours laboratory. Four hours credit.

TCC 2111—First Aid.

This course in the underlying principles and applied techniques of first aid meets requirements for the standard First Aid Certificate of the American Red Cross. One lecture. One hour credit.

TCC 2113—Music for Children.

Introduction of a variety of creative music activities for young children. Emphasis placed on encouraging musical expression by children, not perfecting musical skills. Three lectures. Three hours credit.

TCC 2133—Child Nutrition and Health Care.

Basic information regarding nutrition, the nutritional value of food, and the relationship of food and food habits to the nutrition of the young child. Two lectures and two hours laboratory. Three hours credit.

TCC 2154—Child Development II.

A continuation of TCC 1154. Two lectures. Four hours laboratory. Four hours credit.

TCC 2161—Creative Stitchery.

A laboratory course that consists of making toys and other instructional materials to be used in a classroom with pre-school children. Two hours laboratory. One hour credit.

TCC 3124—Day Care/Kindergarten Practicum I.

This course is designed for the student to participate actively in the training and supervision of children in approved centers, nurseries or children's institutions. The student is closely supervised by a qualified instructor. Eight hours laboratory. Four hours credit.

TCC 3133—Language Arts for Children.

A study of the basic forms of communication development including: pre-reading, pre-writing, listening and speaking skills. Included will be various forms of children's literature and quality selection for the preschooler. Three lectures. Three hours credit.

TCC 3143—Physical/Motor Development for Children.

An analysis of the fundamental motor patterns developed during early childhood with emphasis on fine and gross motor skills. Three lectures. Three hours credit.

TCC 3153—Methods and Material for Teaching Children.

Approaches to teaching and guiding learning of young children analyzed and practiced along with materials effective in supporting each strategy. Three lectures. Three hours credit.

TCC 4113—Administration of Programs for Young Children.

A course in the organizational structure and management of various programs for young children. Three lectures. Three hours credit.

TCC 4114—Day Care/Kindergarten Practicum II.

A continuation of TCC 3124. Eight hours laboratory. Four hours credit.

TCC 4123—Teaching the Special Child.

This course is designed to meet the need for teachers with more meaningful individual education for children with learning disabilities and other areas of exceptionality in children. Three lectures. Three hours credit.

TCC 4143—Theories of Early Childhood Education.

This course provides the student with a better background and understanding of the importance and opportunities of the early childhood program. A survey of principles and programs in early childhood education, history, philosophies and theories of educating young children.

TDP 1112—Data Entry and File Manipulation.

This course is arranged so that students will become competent in the use of the IBM key punch diskette-entry device. By a combination of lecture and data entry drills, the student will become a proficient, well-rounded data entry operator. In addition, the entire array of unit record equipment will be surveyed with emphasis upon proficient operation of the IBM sorter and verifier. One lecture. Two hours laboratory. Two hours credit.

TDP 1114—Introduction to Data Processing.

Survey of history of data processing, computer concepts, systems design and analysis; emphasis on actual "hands-on" experience of data entry devices to the extent of entering data and computer programs to process data. Three lectures and two hours laboratory. Four hours credit.

TDP 1115—Introduction to Data Processing with BASIC.

An introductory course designed to give the student a background and overview of the scope of business data processing. Through the use of the online terminals, students will be introduced to the BASIC programming language. Three lectures and four hours laboratory. Five hours credit.

TDP 2114—Introduction to RPG II (Prerequisite: TDP 1114 or TDP 1115).

This is the second course in a series of evening classes. This course will advance the student's knowledge of computer operations and will include exercises in RPG II (Report Program Generator). Business related problems will be assigned on a weekly basis and will be solved using RPG II. One lecture and three hours laboratory per meeting for 19 meetings.

TDP 2115—System Fundamentals with RPG.

A basic course that advances concepts, terminology, and theory, of modern computers and provides a firm background in the use of selected IBM system 34 utility programs. Introduction to application of RPG II to problems in business-related areas. Three lectures and four hours laboratory. Five hours credit.

TDP 2121—Principles of Digital Hardware (Prerequisite: Permission of DP Instructor).

A theory-based course on computer hardware components. Includes gating, memories, counting, and micro processing. One hour lecture. One hour credit.

TDP 3115—Computer Business Applications (with COBOL).

Applying computer logic and concepts to solving business problems in accounts receivable, accounts payable, payroll, inventory control, and sales analysis. Introduction to COBOL programming language. Three lectures. Four hours laboratory. Five hours credit.

TDP 3124—Computer Operations and Control.

A detailed study of common operating systems and procedures used to control the hardware and software of an entire computer configuration. In this hands-on environment, the student will learn the limits of control over data files and libraries. Three lectures. Two hours laboratory. Four hours credit.

TDP 4213—Other Programming Languages and Applications.

An introduction to languages not covered in previous courses. Languages covered could be FORTRAN, BASIC, PL/I, and a review of COBOL. A different application area will be approached and will consist of mathematics for industry. Two lectures. Two hours laboratory. Three hours credit.

TDP 4224—Systems Analysis and Design.

Use of data processing equipment in designing a complete management information system. Shows how all business functions interrelate by requiring student to analyze manual procedures, design a sound systems approach, make proper selections, and implement a feasible conversion schedule. Two lectures. Four hours laboratory. Four hours credit.

TDP 4234—Advanced Programming.

This course is designed to expand the student's knowledge of programming languages learned in the previous semesters. Correlation between this course and TDP 4224—Systems Analysis and Design is drawn to enable a student to start at the very beginning and advance to accomplish an overall desired result. Two lectures. Four hours laboratory. Four hours credit.

TEG 1113—Computational Methods.

Instruction in basic principles and procedures in mathematical and technical computations with the aid of various mathematical tables and formulas, printing and electronic calculators. Two lectures. Two hours laboratory. Three hours credit.

TEG 3133—Statics and Strength of Materials.

Offered first semester. An introductory course into the field of structural design, consisting of a study of statics and strength of

materials. Emphasis is given to elementary analysis of forces in simple structures, and a study of the properties of such materials as steel, wood, and concrete, and the design of beams, columns, and shafts with these materials. Three lectures. Three hours credit.

TEG 4143—Surveying.

Offered second semester. A familiarization laboratory designed to develop in the drafting student the ability to take surveyor's notes and convert them into finished drawings. It includes basic principles of geometry, theory, and use of instruments, mathematical calculators, and the control and reduction of errors. One lecture. Four hours laboratory. Three hours credit.

TEN 1103—Developmental English I.

This course in writing stresses basic communication skills—writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading for ideas included. Three lectures. Two hours laboratory. Three hours institutional credit. (Not designed to transfer)

TEN 1203—Developmental English II.

A continuation of TEN 1103. Three lectures and two hours laboratory. Three hours institutional credit. (Not designed to transfer)

TEN 1223—Technical Writing (Prerequisite: ENG 1113).

A continuation of ENG 1113 with emphasis on the methods of writing used in technical reports. Readings, themes, and research paper required. Three lectures. Three hours credit.

TGR 1113—Fundamentals of Drafting.

Offered first semester. A basic course covering areas common to all drafting, with special emphasis on proper technique and early habit formation. One lecture. Four hours laboratory. Three hours credit.

TGR 2123—Descriptive Geometry.

Offered second semester. Theory and problems designed to develop the ability to visualize points, lines, and surfaces of space, to relate them to each other, and to apply these. One lecture. Four hours laboratory. Three hours credit.

TGR 2135—Machine Drafting.

Offered second semester. Emphasize methods, techniques and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat

treatment notation, working order preparation, routing, and other drafting room procedures. Two lectures. Six hours laboratory. Five hours credit.

TGR 3145—Electrical-Piping-Sheet Metal Drafting.

Offered second semester. An advanced course in drafting in which techniques and knowledge are employed in the planning of mechanical and electrical objects. Efficient use of all common types of applicable handbooks, code books, and other standard references are an integral part of this phase of drafting. Two lectures. Six hours laboratory. Five hours credit.

TGR 3155—Architectural Drafting.

Offered first semester. Presentation and application of architectural drafting room standards. Two lectures. Six hours laboratory. Five hours credit.

TGR 4165—Structural Drafting.

Offered first semester. Structural section, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of the A.I.S.C. Handbook, the tables of squares and logarithms, and trigonometric functions. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses and bracing. Two lectures. Six hours laboratory. Five hours credit.

TGR 4174—Map and Topographic Drawing.

Offered second semester. Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs, and related references, materials including symbols, notations, and other applicable standardized materials. One lecture. Six hours laboratory. Four hours credit.

TMA 1113—Technical Mathematics I (Algebra).

Offered first semester. Broad coverage of the most widely accepted areas of college level algebra with special applications for technicians. Three lectures. Three hours credit.

TMA 2123—Technical Mathematics II (Trigonometry).

Offered second semester. Broad coverage of the most widely accepted areas of college trigonometry with special applications for the technicians. Base common to slide rule and logarithm is examined. Three lectures. Three hours credit.

TPH 3123—Physics (Mechanics, Heat and Sound).

Offered first semester. Fundamental laws of mechanics, heat, and sound with technical applications. Two lectures. Two hours laboratory. Three hours credit.

TPH 4123—Physics (Electricity and Optics).

Offered second semester. Fundamental laws of electricity; magnetism and optics with technical applications. Two lectures. Two hours laboratory. Three hours credit.

TPY 2113—Industrial Psychology.

Offered second semester. Significance of individual differences in industry; instruments and techniques of selecting and placing personnel; motivating, training, and supervising the workers; nature and control of fatigue; psychological aspects of labor relations; morale and attitude measurements; industrial counseling. Three lectures. Three hours credit.

TRE 1102—Developmental Reading I.

A laboratory course designed to offer special reading instruction to students deficient in reading skills. One lecture and two hours laboratory. Two hours institutional credit. (Not designed to transfer).

TRE 1202—Developmental Reading II.

A continuation of TRE 1102. One lecture and two hours laboratory. Two hours institutional credit. (Not designed to transfer).

TRE 1212—Reading Improvement I.

A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary and study skills. Guidance in developing wide reading interests. Three lectures. Two hours credit.

TRE 1222—Reading Improvement II.

A continuation of TRE 1212. Three lectures. Two hours credit.

TRT 1213—Introduction to Radio and Television.

This preliminary course provides an overview of the radio and television communications industry. The history and development of radio and television as mass media and current technological changes in the industry are explored to give the student an understanding of the role of radio and television in our society. Three lectures. Three hours credit.

TRT 1312—Radio and Television Writing I (Prerequisite: Concurrent enrollment in ENG 1113).

The study and practice of the basic techniques of copy writing for programming, commercials, and news. Emphasis will be on writing for commercial and promotional announcements. Students will perform writing assignments for the public radio station licensed to the college. Two lectures. Two hours credit.

TRT 1414—Radio Station Operations I.

The study and practice of the basic techniques of announcing and production. Students will be given practical experience as control room and transmitter operators. Students will be expected to assist in the operations of the public radio station licensed to the college. Three lectures. Two hours laboratory. Four hours credit.

TRT 2312—Radio and Television Writing II.

The study and practice of advanced techniques of copy writing for programming, commercials, and news. Emphasis will be on news writing. Students will perform writing assignments for the public radio station licensed to the college. Two lectures. Two hours credit.

TRT 2414—Radio Station Operations II.

The study and practice of advanced techniques of announcing and production. Students will be expected to perform on a professional level in the operations of the public radio station licensed to the college. Three lectures. Two hours laboratory. Four hours credit.

TRT 3512—Radio and Television Laboratory I.

Special production of a radio or television project. Four hours laboratory. Two hours credit.

TRT 3613—Television Production I.

The study and practice of the basic mechanics of video production with emphasis on the use of the camera and lighting outside of the studio. Two lectures. Two hours laboratory. Three hours credit.

TRT 3712—Mass Communications I.

The study of the organization and function of various media as channels for public information. Two lectures. Two hours credit.

TRT 3812—Station Administration I.

The study of the organization of radio and television stations and the functions of the various departments of activity and the

responsibilities or duties of station personnel. Students are expected to assist in the administration of broadcasting activities of the public radio station licensed to the college. Two lectures. Two hours credit.

TRT 4512—Radio and Television Laboratory II.

Special production of a radio or television project. Four hours laboratory. Two hours credit.

TRT 4613—Television Production II.

The continued study of video production with emphasis on television studio production and video editing. Two lectures. Two hours laboratory. Three hours credit.

TRT 4712—Mass Communications II.

The continued study of mass media with emphasis on radio and television as channels for advertising. Two lectures. Two hours credit.

TRT 4812—Station Administration II.

The continued study of the functions within radio and television stations with emphasis on administrative and personnel problems. Students will continue to assist in the administration of broadcasting activities of the public radio station licensed to the college. Two lectures. Two hours credit.



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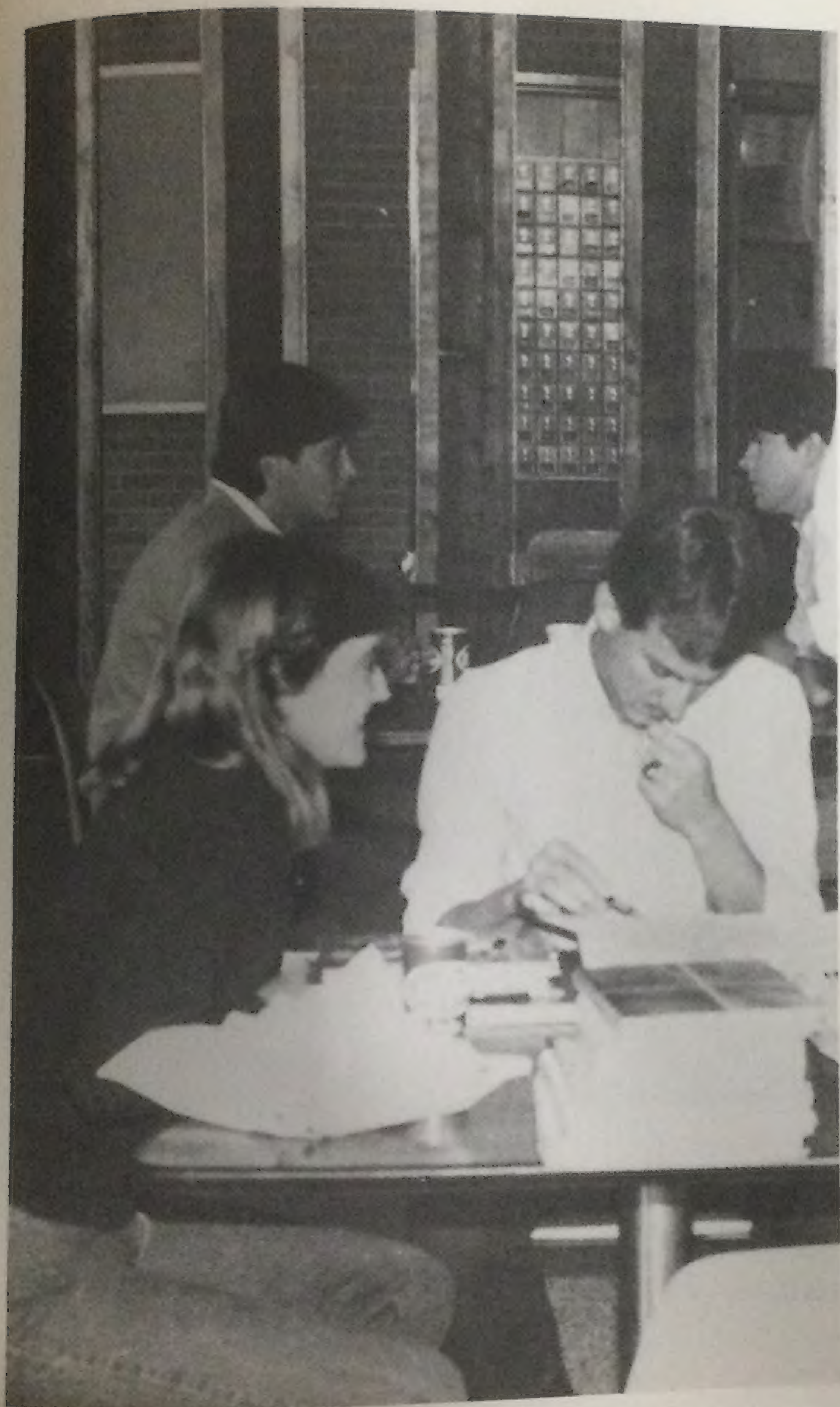
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HOLMES JUNIOR COLLEGE

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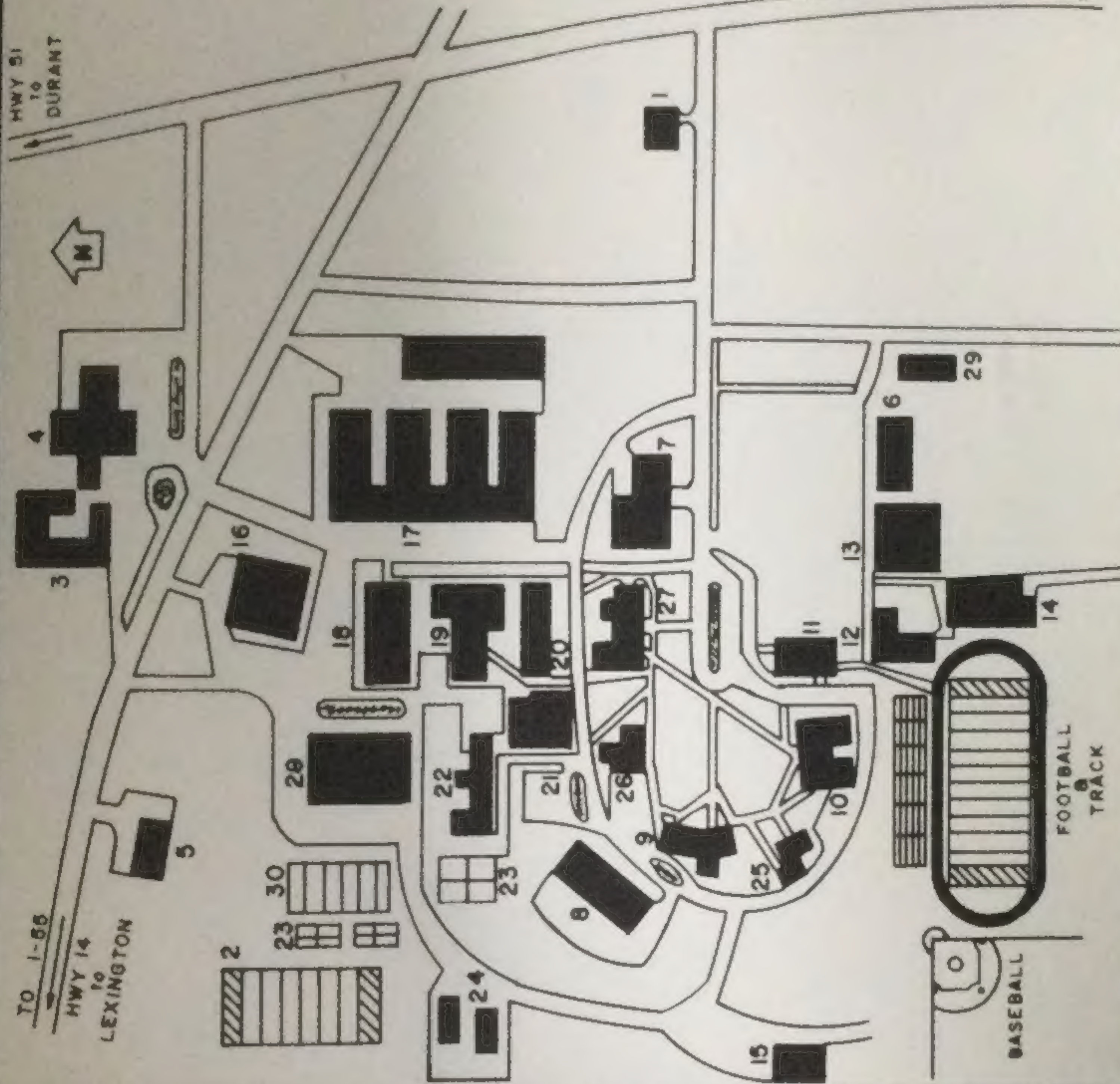
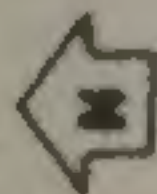






HWY 51
TO
DURANT

TO I-55
HWY 14
TO
LEXINGTON



LEGEND

1. PRESIDENT'S HOME
2. INTRAMURAL FIELD
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4. CHOCTAW HALL
5. CHILD CARE CENTER
6. MOTEL HALL
7. MORROW LIBRARY
8. YAZOO HALL
9. WEBSTER HALL
10. GRENADA HALL
11. ADMINISTRATION BLDG.
12. GUIDANCE SERVICES
13. GYMNASIUM
14. CARROLL CAFETERIA
15. A.A. DERRICK, JR. FIELD HOUSE
16. SCIENCE & MATH BUILDING
17. VO-TECH CENTER
18. BUSINESS BUILDING
19. FINE ARTS BUILDING
20. LEARNING RESOURCE CENTER
21. LORANCE STUDENT CENTER
22. INDUSTRIAL ED. COMPLEX
23. TENNIS COURTS
24. MAINTENANCE BUILDINGS
25. HOME ECONOMICS BUILDING
26. ARTCRAFTS & CMPS. SECURITY
27. M. C. McDANIEL BUILDING
28. FRANK B. BRANCH COLISEUM
29. START-UP TRAINING BLDG.
30. BAND PRACTICE FIELD

MAP

of

HOLMES JR. COLLEGE

HWY 51
TO
JACKSON

BASEBALL

FOOTBALL
TRACK